

TEXAS CO-OP POWER

A M A G A Z I N E A B O U T T E X A S L I V I N G

GUIDELINES FOR FREELANCE CONTRIBUTIONS

Texas Co-op Power, a monthly magazine, is distributed to more than 1 million households and businesses that receive electric power from cooperatives. We provide educational information about electric cooperatives in a high-quality and entertaining format to promote the general welfare of cooperatives, their member-owners and the areas in which they serve. About 80 percent of our stories and photographs come from freelance contributors. **All stories are about Texas and are focused for small town and rural Texans.**

EDITORIAL CONTACT INFORMATION:

Texas Co-op Power Magazine
1122 Colorado St., 24th Floor
Austin, TX 78701
Editor: Kaye Northcott
(512) 486-6242
kayen@texas-ec.org

READERSHIP AND EDITORIAL FOCUS

Our average readers are about 55 years old and two-thirds of them live in rural (as compared to urban or suburban) locales. One-third own or work on a farm or ranch. Our stories are mainly about Texas places, history, goods and people. We do not accept fiction or poetry.

RATES

Texas Co-op Power pays approximately 50 cents per word. Payment, however, will be negotiated for articles individually. Articles that need remedial writing and editing are not paid as highly as professional work.

QUERY GUIDELINES

1. We do not publish two features on the same subject within six years.
2. Outline your proposed feature with a brief description of the scope and slant. Give us an idea of the style and tone you propose to take in the story. Include copies of previously published articles to show your writing style.

3. We do not accept queries over the telephone. E-mail is fine.
4. For hard copy queries, include an addressed, stamped envelope and allow up to eight weeks for a reply.
5. We are not responsible for unsolicited manuscripts.

MANUSCRIPT GUIDELINES

Length: 800 – 1,200 words depending on subject matter

Acceptable: Typed, double-spaced, standard six-inch line on white paper

Preferred: Hard copy plus Word doc via CD or E-mail, Mac or Windows

Include: Name, address and daytime phone number, preferably on each page

Calendar: Most stories are scheduled from six to 12 months in advance. All work assigned for an issue must be in our offices no later than four months prior to publication. The magazine is seasonal in content and contributors should keep this in mind. Seasonal queries should be made at least nine months in advance.

Stories and photos should be clear, factual and straightforward. Our readers appreciate learning details about subjects generally familiar to them.

Our stories are about admirable people, things to do or places to see in Texas, new ways to make a living in the rural area and preserving our natural heritage. We encourage writers to establish a co-op connection if possible, but the magazine is not about electric technology or specifically about cooperatives. Our stories reflect cooperative values such as concern for the community and working for economic development. And we like articles to have style and humor.

Text should be meticulously researched. Check and double-check facts, dates, spellings, directions, distances, heights, all matters of historical record, telephone numbers. Ask individuals how to spell their names. Do not rely on friends, relatives, telephone books, newspaper articles, or programs for an event.

Include the names and phone numbers of all persons quoted or used as information sources for your article.

If you find interesting illustrations on your subject such as old photographs, period engravings, maps or paintings, please make a note of what they are, how they might be obtained, and who owns the copyright, if any. Please include this information with your feature.

If you write about a place, please send us the most recent descriptive literature. If you write about an event, send us the latest program.

Send information for a “When Where How” sidebar/box with any appropriate lengthy manuscript. Include dates, times, locations, prices and instructions on how to get to a place or event. If you prepare a historical feature, furnish names or descriptions of sources (books, old letters, museum displays, etc).

An author’s note no longer than one sentence should accompany your story. Submit two or three title suggestions with your story.

We expect you to write to the editors’ specifications. When necessary, we expect you to rewrite an article at least once. Even after a rewrite the article may be rejected.

Our standard references are *Webster’s Collegiate Dictionary, 10th Edition* and the current *Stylebook and Libel Manual* from the Associated Press.

PHOTOGRAPHY AND ARTWORK GUIDELINES

Digital photographs are preferred, with a minimum of 300 dpi resolution. Please make arrangements with us for the transfer of large files.

Transparencies in any format, 35 mm and larger, are acceptable. Photographers may submit duplicate transparencies for consideration, provided that originals can be furnished on request. Each transparency must be labeled with the photographer’s name and address. A description of each transparency must be included with every submission. All transparencies will be returned if this is not done.

POLICY

1. All manuscripts are received on speculation, even those we have assigned.
2. We are not responsible for unsolicited material.
3. We will exercise care in the handling of all materials received, but the magazine will not be responsible for loss or damage.
4. The author warrants that the work is his or her original creation.
5. *Texas Co-op Power* purchases first rights and may reproduce the work in *TCP* anthologies, promotions or electronic form.

REQUIRED INFORMATION

Type your name, address, telephone number, and social security number on the front of your manuscript. We need this information to process payment for accepted articles. Let us know immediately if your address or phone number changes.