

Thank you for your interest in contributing to *Renaissance*. We look forward to reading your submission. See below for more information on how to contribute to your magazine.

## ***Renaissance* contributors' guidelines:**

- **Only members of RTO/ERO** can contribute to *Renaissance*.
- When submitting content to *Renaissance*, be sure to provide your full name, membership number, District number and District name.
- Please note that **all submissions** should be sent electronically to [renaissance@rto-ero.org](mailto:renaissance@rto-ero.org), or by fax at 416-962-1061. When sending in your content, indicate the theme of the publication or magazine department/section (if applicable). RTO/ERO is a nonprofit organization; all submissions, therefore, are provided on a voluntary basis and members are not paid for their contributions.

### Feature stories

Your proposal should **not exceed 300 words** in length. It should be a **BRIEF** summary about the story or experience that you want to share. We only require a small synopsis of your idea; please do not send us a complete article.

Submissions are reviewed by the editorial team before each issue. Selected members will be contacted to either write a piece or to be interviewed to be featured in *Renaissance*.

We cannot guarantee that everyone who submits a proposal will be featured in the magazine, but the editorial team does try their best to do so.

### Contributing writer

If you are interested in being contacted from time-to-time to write stories for *Renaissance*, feel free to send us an email with a few writing samples and topics of interest. We will add you to our list of contributing writers.

### Members' Bookshelf

All featured books must be written or reviewed by an RTO/ERO member.

Reviews should be between 200-250 words in length. The review itself should give a brief sentence or two of what the book is about, without giving away the plot. It should also explain why this book is a good read. At the end of the review, the writer should tell readers the price of the book and where the book can be purchased.

We require the following information about the book: **book title, name of author, name of publisher, year published, number of pages and the ISBN.**

If you are submitting your own book, the review must be written by a friend or colleague—**NOT THE PUBLISHER**

We also require a high resolution book cover image. Specifications: 300 DPI (dots per inch) in resolution and minimum 1 MB in size.

**Note:** *Renaissance* features one to four books per issue, four times a year. We have a list of books waiting to be featured in the magazine, so it may take at least year or longer for your book to be featured.

### Senior Seniors'

The story must be about a member of RTO/ERO that is at least 80 years old. This section of *Renaissance* is a profile of RTO/ERO's oldest **living** members and we encourage members to submit stories about both male and female members.

Complete articles can be submitted and should **not exceed 750-800 words** in length and they should be submitted in MS Word format by email.

These stories should discuss the teaching career of the member and also describe what types of things the member likes to do in his/her spare time and give information about family life.

In order to create an iconic piece to honour the member the images must be high quality with a minimum resolution of 300 DPI and 1 MB in size. If the images are not in a digital format, let the editorial team know when sending in the article and arrangements will be made to accommodate this.

### ConnectED

ConnectED is devoted to providing readers a new or different perspective on technology. Topics range from social media (Facebook, Twitter, Pinterest, etc.), computers (PC & Macs), software, tablets, smartphones, digital cameras and discussing subjects such as blogging, privacy or online shopping.

Complete articles can be submitted and they should **not exceed 700 words** in length. Alternatively, you can send a **300 word maximum** story idea.

### Leisure Time

We encourage members to send in original poetry, jokes, comics and puzzles to be featured in this department of *Renaissance*.

### Images – Your best shot

We would love to use your best photos in future publications such as *Renaissance*, *Liaison* (the Provincial newsletter), on RTO/ERO's website, Facebook page and in other promotional materials for the organization. All photo submissions must be at least 5" x 7" in size at 300 DPI - pixels per inch resolution (minimum 1 MB file size).

**Note: we cannot guarantee that writing and images will be published as received. We will endeavour to incorporate as many member viewpoints as we can.**

If you have any questions regarding the guidelines contact us at [renaissance@rto-ero.org](mailto:renaissance@rto-ero.org) or call 416-962-9463, (toll-free) 1-800-361-9888 ext: 224.