

**KCC Newsletter Editorial Policy:**

*Articles* submitted to the KCC Newsletter may be edited, primarily to enhance flow and/or clarity or to correct grammatical errors. More rarely, an article may be edited for brevity. Considerable effort is made to maintain the substance and character of the article as written, and typically – but not always – editorial changes are minor. The goal is to optimize the presentation of the author's ideas. If you have concerns or questions about your article being edited and/or would like to approve the edited version before publication, please communicate this at the time of submission. (Although unlikely, it is possible that this approval process could delay publication of the article.)

*Dharma-related articles* will be sent to Lama Eric for his review and approval prior to publication.

*Poetry* is rarely, if ever, edited.

*Photos* may be digitally enhanced and/or cropped to optimize presentation.

**Tips for submitting articles and/or photos to the KCC Newsletter:**

- 1) *Please do not double-space after a period, i.e. at the end of a sentence.*  
(Double-spacing is an obsolete vestige from the days of typewriters and is not needed with word processing applications which automatically insert the proper extra spacing.)
- 2) *Try to make articles no longer than 600 words.*
- 3) *If you have photos, drawings, or other graphic material that goes well with your written article, please submit them too!*
- 4) *If you send photos of people, please include their names if possible. (This is not necessary for large gatherings, e.g. an audience shot.) Also, please include the name of the photographer so that they can be credited in the Newsletter.*
- 5) *If you have a choice, send photos in JPEG format. (If not, send them anyway.)*