TDR Article Submission Guidelines

Article Formatting:
- Font Specifics
    - 12 pt font
    - Times New Roman

- Paragraph Indenting
    - No paragraph indenting
    - Everything is flush left

- Spacing
    - single spaced for whole document

- Header
    - Put full name (Jane Doe): 12 pt, bold, flush left
    - Title of Article: 12 pt, bold, flush left

EXAMPLE:
Emilee Speier
Regent University Voted Safest University in Virginia

- Citing Source
    - Online Articles: hyperlink sources (for help hyperlinking, click here)
    - Print Articles: Name source in sentence

EXAMPLE:
The New York Times listed Regent as the safest university in Virginia in their list of best colleges to attend in 2027.

- Photographs
    - Insert page break at the bottom of your article, and add photos to the end
    - Make sure to cite where images are from

EXAMPLE:

Image by Marvel.com

Submission Timeline
- TDR operates on a six day week, we do not schedule articles to be published/edited on Sundays.
    - EXCEPTION: News pieces and time sensitive pieces.

- All articles must be submitted to your Department Head four full days prior to its scheduled publication date.

If it is scheduled for…	Then it is due to your DH on…
Monday	Wednesday by 8 AM
Tuesday	Thursday by 8 AM
Wednesday	Friday by 8 AM
Thursday	Saturday by 8 AM
Friday	Monday by 8 AM
Saturday	Tuesday by 8 AM

Editing Overview
- After sending it to your DH, they will look over it and send your article back with any edits.
- Look over their edits and correct/talk through them until all the DH's comments have been resolved.
- At that point, the DH will send it to the Managing Editor, who will edit the article.
- The Managing Editor will send it back to you with any further corrections.
- Look over their edits and correct/talk through them until all the Managing Editor's comments have been resolved.
- At that point, the Managing Editor will upload your article to the website where the Senior Editor will do a final review before scheduling it to be published.