



Department of Maine Historian

Newspaper/Magazine Article

A post newspaper, or magazine article newsletter, is a means for each post in the Department of Maine to get the word out to post membership, while adding to the history of a Post. This will help keep members informed of post activities as well as important news and information from the post and the American Legion. In addition, a post newspaper or magazine article can be used within the post's community, and surrounding area, to entice public participation in activities. A newsletter is a valuable recruiting source.

I – Basic Information

A newspaper or magazine article can be written by anyone at their post and cover any topic, as it relates to the post, i. e. history, activity, event, post member spotlight, etcetera. To qualify for the Department of Maine Post Article Contest, the must be published in newspaper and/or magazine in the Department of Maine "The Maine Legionnaire, Post Newsletter, or local newspaper(s). At a minimum, the article is to be one page long, not including photographs. A maximum of five (5) articles per person can be submitted for the Post Article Contest.

Use plain and unruled 8½ x 11 white and/or colored bond paper for your article. The articles should be computer generated on both sides of the paper using a printer. It is allowable to use a typewriter to produce a submission but not recommended. It is recommended that Microsoft Word be used for all typing and formatting. Margins are a must for neatness, readability and standardization. The standard margin for articles will be one inch, all around.

Use single-spaced copy on pages with a three to six-space indention for new paragraphs and single-spaced lines for photograph identifications. If you have any doubt of the spelling of a word, use a dictionary. Also double-check the spelling of all names.

The information found in any article is another link in the permanent record of a post and its history. This outline should be followed as closely as possible. It is to the editors advantage to check any submission against the guidelines suggested here. These guidelines will be used to score all articles submitted to the annual Department of Maine Article Contest.

The Judging Committee will score all submissions fairly and with impartiality. If any judge on the committee has an entry in any competition they are judging that judge cannot judge his/her own entry. Categories will be judged on whole point awards for any category.

The History/Media Committee (HMC) has developed its own scoresheet for the Post Article

Contest. The scoresheet is based upon the one developed by the HMC scoresheet for other Department of Maine contests.

1) Post Size Categories:

There are four categories that will be used in the scoring process. These are:

- a. Small Post - Post Membership of 1-100
- b. Medium Post - Post Membership of 101-200
- c. Large Post - Post Membership of 200+
- d. District

2) Awards:

Plaques and certificates will be awarded to 1st, 2nd, and 3rd place awardees at the National Post Narrative History and Post Yearbook History Contests. In addition, a Certificate of Honorable Mention may be awarded at the discretion of the National Historian. Certificates of participation will be awarded to all other participants.

Plaques and certificates will be awarded to 1st, 2nd, and 3rd Place winners at the Department of Maine Post Narrative History and Post Yearbook History Contests. In addition, a Certificate of Honorable Mention may be awarded at the discretion of the Media and Communication Committee. Certificates of participation will be awarded to all other participants.

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|--------------------------|------------------------|
| a. 1 st Place | Plaque and certificate |
| b. 2 nd Place | Certificate |
| c. 3 rd Place | Certificate |
| d. Honorable Mention | Certificate |
| e. Participation | Certificate |

In addition, article authors will be eligible for an award for the 4th Estate – Post Historian Award. This award will be determined by the Department of Maine, 4th Estate Award Committee.

I – Scoring

1) Title and Author Name:

5 Points

The article should have a title and the authors name. A title should be something that a reader can see what the topic of the article will be while being catchy enough to draw the viewer to read the article. The font size used for the title should be the largest size in the article. Scoring will total forty (40) points. There is an additional ten (10) bonus points that the judges can award for something original or eye-catching as they read the article.

2) Article Continuity:

12 Points

- a) Continuity Throughout:

3 Points

The look, and continuity, of the article must be kept in mind throughout the story. Pages should look neat and easily readable. Remember that many Legion members have vision issues.

- b) Pagination:

3 Points

Pages should flow 1 through 10, without breaks. Roman numerals should not be used as page numbers.

c) **Fonts:** **3 Points**

Keep the font the same throughout the article. The author may use a font color to highlight article titles and other areas of interest. Do remember that the article should look the same as it was submitted for publication to Department of Maine or local publications.

d) **Layout:** **3 Points**

Articles should be in a single page format, not columns. It is up to the publication submitted to in deciding how they will publish the article. Keep overall continuity in mind.

e) **Content:** **8 Points**

Content should contain topics that are relevant to the Legion and the post. There are many topics that can be utilized within the content of a publication. Remember to tell the story of the topic.

f) **Readability:** **5 Points**

Each article should be easy to read and easily followed. The following categories are important in publishing a newsletter that can be easily read and followed.

Compound sentences should not be used in the writing style. This does not mean that a two-sentence compound cannot be used, just do not overuse it. For scoring purposes, a compound sentence consist of three, or more, sentences joined in some way, such as “and,” to make one sentence.

- i) Third Person Usage: **1 Point**
- ii) Correct Grammar Usage: **1 Point**
- iii) Check spelling **1 Point**
- iv) Check punctuation **1 Point**
- v) Check that the correct acronyms are used **1 Point**

g) **Photographs:** **10 Points**

Photographs, whether color or black and white, should be used. Blurry and fuzzy photos are a distraction and will take away from the overall continuity and readability of an article. When identifying individuals do so from left to the right. There is a total of 10 points to be awarded for this section. Identification of photos should use the following sequence of information and be consistent throughout the newsletter.

- i) Identification:
- ii) Name(s): (Full proper name – no nicknames) **2 Points**
- iii) Occasion: **2 Points**
- iv) Location: **2 Points**
- v) Date: **2 Points**
- vi) Photo Credit: **1 Point**
- vii) Photo Clarity: **1 Point**

h) **Judges Points:** Judges can award up to 10 additional points in this category. This is to reward

something exceptional that draws the judge's eye and/or interest and does not fit in any of the judged categories. The judge will make a check mark for each item found but does not have to check all ten circles.

- i) **Score Sheets:** Besides their use for scoring in the Post Article Contest, the annotated score sheets should be used as an education tool for each author to write an improved article for the following competition year. In addition to the plaque and Certificate of Appreciation being presented at a Maine Department Convention, a copy of the contestant's scoresheet will be included in the presentation folder.

THESE GUIDELINES WERE LAST UPDATED ON December 13, 2021