

# Requirements for Alliance of Therapy Dogs Newsmagazine Submissions

We love your stories! Reading each and every one is a true pleasure, and we are happy to share them with the rest of our Alliance of Therapy Dogs family. Here are the things you need to know in order to get your stories printed.

1. Articles and Stories
  - a. 1,000 words or less
  - b. Submit to corporate office in an electronic format such as a Word document, Rich Text File, or other editable electronic/digital form; NOT a .pdf or adobe file.
  - c. The story/article you submit MUST follow all Alliance of Therapy Dogs rules and guidelines. For instance, any stories or articles where your dog is off leash (unless performing tricks) will not be published. To be certain, please refer to your member handbook or look up the guidelines online.
  - d. All stories and articles must relate directly to your therapy work as members of Alliance of Therapy Dogs. We do not accept stories from members of other therapy dog registries.
  - d. Besides being a member in good standing, the story should have taken place within the past year (except for certain instances, such as a pandemic) and not focus on a dog's retirement or death. Background information and stating that a dog has retired or has died is acceptable. Please see "Retires" and "Rainbow Bridge" for more details.
2. Photos
  1. Photos of non-members MUST be accompanied by a signed photo release or we cannot publish them. ([www.therapydogs.com/MemberDocuments.html](http://www.therapydogs.com/MemberDocuments.html) or in your handbook)
  2. You may submit more than one photo, but usually only one will be selected for printing.
  3. We prefer that all photos submitted be high-resolution digital photos. Hard copy photographs are also acceptable.
  4. Please, no newspaper clippings or copies of such.
3. In The News!
  - a. Summarize any news articles in your own words in 125 words or less.
  - b. Must include your name, city and state of residence.
  - c. You may include one photo that was not taken by the media outlet.
  - d. Please do not send articles or links for us to summarize as the Newsmagazine committee will no longer summarize third-party articles.
4. Retirees
  - a. All dog retirement announcements should be limited to a photo, date of birth, years of service, and no more than 50 words describing the dog's special qualities. Editors may shorten descriptions that exceed the word count.
5. Rainbow Bridge
  - a. Photos must follow the above guidelines.
  - b. Include the following: owner's/handler's name, dog's name, breed, date of birth, date of death and years of service.
  - c. You may include a few lines (no more than 50 words) about the dog's service or special

qualities, but we may need to edit it accordingly.

d. Due to limited space, human obituaries are not published.

**Submission deadline dates are always February 15 and August 31**

Please understand that not all articles that are submitted are published. News articles cannot be reproduced due to copyright issues. The Newsmagazine committee reserves the right to edit contributions for language and length and to make the final decision regarding which articles will be included in each issue. Links to stories will no longer be published, and the Newsmagazine staff will no longer summarize third-party stories. If we have any follow-up questions about your submission, we'll send them to you as soon as possible.

Send electronic submissions to [office@therapydogs.com](mailto:office@therapydogs.com). Hard copies mail to ATD, PO Box 20027, Cheyenne, WY 82003