



Alliance of Therapy Dogs
P.O. Box 20227
Cheyenne, WY 82003
307-432-0272 or 877-843-7364
office@therapydogs.com
www.therapydogs.com

Member Submission Guidelines

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 (ATD) family. Here are the things you need to know in order to get your stories submitted.

1. Articles and Stories

- a. 1,000 words or less.
- b. The story or 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any stories or articles where your dog is off leash (unless performing tricks that cannot be done on leash) will not be published. To be certain, please refer to your Member Handbook or look up the guidelines online.
- c. 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 "Retired" and "Somewhere Over the Rainbow" for more details.
- d. Only one story submission from a Member per quarter. Stories submitted in consecutive quarters from the same Member must not be on the same topic as the previously submitted story.

2. Photos

- a. Photos of non-Members must be accompanied by a signed Media Authorization Release Form, or we cannot publish them. The form can be found on the ATD website here:
www.therapydogs.com/MemberDocuments.html
- b. You may submit more than one photo, but usually only one will be selected for publication.
- c. We prefer that all photos submitted be high-resolution digital photos. Hard-copy photographs are also acceptable.
- d. Please, no newspaper clippings or copies of such.

3. Dogs 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 ATD will not summarize third-party articles.

4. Retired

- a. All dog retirement announcements should be limited to a photo, 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. Somewhere Over the Rainbow

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

How to Submit:

Submit to the ATD Office via the "Contact Us" form on the ATD website found here, <https://www.therapydogs.com/contact-us/> and select one of the following options:

- Member Story Submission
- Over The Rainbow Submission
- Retiree Submission

Hard copies can be mailed to ATD, PO Box 20227, Cheyenne, WY 82003.

Submission Deadlines:

- Articles, Stories and Dogs in the News
 - Ongoing
- Retired and Somewhere Over the Rainbow (Published Quarterly)
 - February 28 (Published April 1)
 - May 31 (Published July 1)
 - August 31 (Published October 1)
 - November 30 (Published January 1)

Please understand that not all articles that are submitted are published. News articles cannot be reproduced due to copyright issues. ATD reserves the right to edit contributions for language and length and to make the final decision regarding which articles will be included. Decisions are made on a case-by-case basis. Links to stories will no longer be published, and ATD will not summarize third-party stories. If we have any follow-up questions about your submission, you will be contacted.