



The BC Forest Service Centenary Society Website Submission Guidelines

These guidelines support the Society's Privacy Statement and outlines the procedures for contributing submissions for publication on the Society's website. We encourage submissions that support the Society's objectives:

- To celebrate past accomplishments and to inspire optimism for the future
- To create interest and enthusiasm for the Forest Service and the forest sector
- To raise awareness of the historic and present role of the Forest Service

What Type Of Submissions Do We Accept?

Text Submissions: Forest Service related stories, biographies, and information about Forest Service technology and places

Suggested Length: 400 words or less (2 pages, single-spaced, 12 point font) – Adhering to this suggested length helps preserve reader interest.

Suggested Formats: Electronic/digital format, preferably in Plain Text or MS Word OR handwritten or typed hard copy. If you are submitting a hard copy contribution, please include your contact information.

Photo Submissions: photographs of people, places and technology related to the Forest Service

Submission Limit: A maximum of 5 photographs per each text submission. If sending in digital format, please ensure that the file size of each photograph does not exceed 1 MB.

Suggested Formats: Electronic/digital format, preferably .jpeg files. We will also accept .gif, .tiff or .png files.

Hard copy photos are acceptable. **Slides are not accepted.** Hard copy photos should not exceed 8.5" x 11". If you are submitting a hard copy photograph, please print the form on page 3 and mail it with your submission.

We reserve the editorial right to choose the best photography in your submission. We regret not all photos will be published to our website.

Email Restrictions: Our email server does not accept .zip attachments.

What are the Procedures for Making Contributions to the Website?

1. Read submission guidelines thoroughly.
2. Make sure that you have consent from any third parties you have referred to in stories or who appear in your photographs.
3. Submit material electronically (preferred) to BCFS100@gov.bc.ca or by mail to the BCFS Centenary Society, 4399 Robinwood Dr, Victoria, BC V8N 5R7. Please provide the information as outlined in the form on page 3.
4. You will receive a verification email when we receive your submission.
5. If your material requires significant editing, any changes will be sent to you for approval before publishing.
6. Your submission will be published as soon as possible, depending on volume.
7. View your submission online.
8. If you have any questions or comments, please contact us at BCFS100@gov.bc.ca .

What Happens to Your Submission?

All contributions will be handled promptly, with initial edit and review within 1 week, depending on volume.

We may need to edit your submission. Editing involves:

- verifying copyright for photos
- ensuring contact information (name, telephone, email) is provided and protected
- verifying photo descriptions and acknowledgements
- correcting grammar and spelling errors
- protecting the best interests and/or privacy of a third party
- typing up hard copy text submissions

If we need any clarification or make significant changes to your submission, we'll send the submission back to you for approval.

Sometimes a submission may be deemed unsuitable; for example, content that does not support the Society's objectives. In this case, we will try to work with you to help you re-focus your story or possibly select another photograph.

What Makes a Good Story?

- Focus on one moment in time – don't generalize or give a timeline series of events. Avoid chronologies.
- Have a "hook". Readers should want to stay to the end to find an answer.
- Stay focused on that one event or moment.
- Express emotion.
- Encourage empathy from the reader.
- Ask yourself, "Why this story?" "Why now?" "What's the point?"

Suggested Themes for Your Contributions

- Stories that have impacted and/or led to growth/innovation within the BC Forest Service.
- Looking at the BC Forest Service then and now, what we have achieved/how we have improved?
- Think of the BC Forest Service and how an experience you've had demonstrates the diversity in Forest Service values.
- How does your experience with the BC Forest Service reflect our standing in the world?
- Stories of success, acknowledgement, gratitude, industry insights and general interest within the BC Forest Service.

Contributor's Checklist:

- Consent has been obtained from third parties in your story or photograph
- You are the owner of the intellectual property rights (such as copyright) of the material you are submitting, or you have permission from the rightful owner to post this material
- Content is relevant and appropriate
- Facts have been checked and verified
- Material is in the proper format (e.g., no slides)
- Detailed information is provided about the photo (title, caption, names, date of photo, location, etc.)
- Grammar and spelling are checked
- Contact information is provided (your name, phone #, email)

**On behalf of the BCFS Centenary Society,
Thank you for your valued contribution!**

Photo Submissions Form

Use this form to mail in your hard copy photographs to the BCFS Centenary Society,
4399 Robinwood Dr, Victoria, BC V8N 5R7

Date* (MM/DD/YY): _____ Title: _____

Photo Caption: _____

Source/Photographer: _____ Copyright (Ownership): _____

Location (City): _____ Your Name**: _____

Your Phone #:** _____ Your Email:** _____

Date* (MM/DD/YY): _____ Title: _____

Photo Caption: _____

Source/Photographer: _____ Copyright (Ownership): _____

Location (City): _____ Your Name**: _____

Your Phone #:** _____ Your Email:** _____

Date* (MM/DD/YY): _____ Title: _____

Photo Caption: _____

Source/Photographer: _____ Copyright (Ownership): _____

Location (City): _____ Your Name**: _____

Your Phone #:** _____ Your Email:** _____

Date* (MM/DD/YY): _____ Title: _____

Photo Caption: _____

Source/Photographer: _____ Copyright (Ownership): _____

Location (City): _____ Your Name**: _____

Your Phone #:** _____ Your Email:** _____

* If the exact date of the photograph is not known, please include an approximate year.

**This information is for contact purposes only and will not be displayed on the website.