



**OFFICIAL PUBLICATION OF THE
SQUARE DANCE FEDERATION OF MINNESOTA, INC**

Club Reporter Information

Last update: May 2017

CLUB REPORTER

Guidelines for Club News

1. SEND club news, condolences, get-well wishes, and congratulations to the club news editor by the 25 of the month, two months prior to the issue in which it will appear. For example, August 25 for the October issue. List congratulations, condolences, and get wells at the end of the news article, so it can be easily removed to a separate page. Remember, your news will be about six weeks old by the time people read it.
2. Limit articles to 175 words or less. Count every word and put the count at the bottom of the page. **The club news editor and/or board members will edit longer articles.** We make every effort not to change the meaning.
3. Photos and a short caption can be sent to The ROUNDUP through the club news editor or directly to the editor. Photos are the only item the editor will accept directly, **all other news must go through the club news editor.** If you email a photo, please send it as a JPEG. You may send color or black & white. It will be printed in black & white.
 - If emailing a photo, please do not include it in the same email as the club news. Please send it in a separate email with the word 'photo' somewhere in the subject line.
4. If you have any questions, please contact your club news editor first. If that person cannot answer your questions, contact the appropriate board member of The ROUNDUP.
5. Reminder: **Always refer to a current issue for current personnel.**
 - All of The ROUNDUP board members, along with their title, are listed on page two of the current issue.
6. Please Left Align the club name at top of the article, using font size 10, Times New Roman. Under the club name, type the city name & state of where the club dances. Both the club name and city may be bold. Please send the article as an attachment using work if possible.

Example: **Dakota Grand Squares**
West St Paul MN
7. Remember, club news editor will have several news articles to edit before sending on to The ROUNDUP. Anything you can do to ensure that your article will not have to be retyped or edited to reduce the word count will be greatly appreciated.
8. The ROUNDUP must abide by the following postal regulations: Words such as: lottery, 50/50 drawing, cash drawing, or any word conveying this meaning may not be used in news or advertising items. The post office will refuse to accept anything that violates this regulation. You may, mention prizes, door prizes, or drawings for prizes. This also applies to advertising. No mention of, or inference to, alcoholic beverages is allowed in The ROUNDUP. This applies to both news items and advertising.
9. Articles must be brief, interesting and newsworthy, pertaining only to dancing or club activities.

10. You **may not** advertise future dances or lessons in the club news. Dance Listings and Lesson Listings provide this information.
11. Check and double-check the spelling of all names. You are **responsible for the correct spelling** of club names, members, callers, and cuers.
12. Refrain from repeatedly thanking club members for performing their regular duties. Do not excessively praise callers/cuers. List only special menus.
13. Avoid lengthy lists of participants' names, especially if the same people are named repeatedly. You may use phrases such as "two squares", "three couples", etc. An exception to this are names of participants at "special" events.
14. Avoid using the phrase "plus squares attended." For example: if there were over four squares at the dance, say, "over four squares attended, "not "four plus squares attended".

CLUB REPORTER

Sample Format for Club News Article

Most formatting can be done once an **electronic** version arrives.

Use upper and lower case letters, as shown here. Do not type in all capital letters. Indent paragraphs two spaces and put one space between sentences in the paragraph. Double space between the heading and the body of the text. Single space throughout the body of text.

Ruff and Ruffles Duluth MN

February 16, we honored our club's past presidents at our Presidents' dance. Nine couples and one single are still active with us and represent ten of the past years' presidential officers. They were warmly acknowledged by our current president, Dick & Arlene Smith, and thanked for their years of service.

A total of 18 squares attended this dance. Besides our own former officers, we had presidents from Circle 8, Harbor Squares, Dakota Grand Squares, and First City Squares. They danced free as a token of our appreciation for their service to square dancing.

Caller, Bill Watt, livened up the evening with his yodeling and singing calls. Round dance cuer, Kurt James, did the cuing for our avid round dancers.

Harbor Squares retrieved the small banner we had stolen at their Jan dance. Banners do not stay long in one spot around here with the traveling that clubs do every month.

Word count 149

(Please count each word. If you are typing on a computer, there are ways to have the computer count for you. Check the Help section or ask someone how to do it.) Club Reporter

CLUB REPORTER

Guidelines for Club Reporter Editing

- In the interest of saving space, please make the following abbreviations:
 - Abbreviate days of the week: Sun, Mon, Tues, Wed, Thurs, Fri, Sat. Spell out in full when it is the first word of a sentence. No period, please, unless at end of sentence.
 - Abbreviate months of the year, except May, June, and July. Use the first three letters of all others, except Sept, spell out in full when it is the first word of a sentence.
 - Use postal abbreviation for states.
- Spell out exact numbers for ten or fewer; use figures for numbers of 11 or more (e.g., four squares, 21 dancers).
- Spell out a number when it is the first word of a sentence. (e.g., Thirty-four couples attended the dance.)
- Do not use st, nd, or th after dates. (e.g., The dance was held May 10.)
- Form the plurals of proper nouns by adding 's'. If the name ends in s, x, z, ch, sh, add 'es'. (e.g., The Kellys, Collinses, and Jacobsons danced at the state convention.)
- Form the possessive of a singular noun by adding an apostrophe and an 's' (e.g., St. Patrick's Day, visitor's badge, Finland's vineyards).
- Form the possessive of a plural noun ending in s by adding only an apostrophe. For plurals that do not end in s, add an apostrophe and an s (e.g., new dancers' dance, beginners' class, Firemen's Hall).
- Do not capitalize descriptive titles like president, vice president, secretary, historian, queen, or king. (e.g., Our queen, Bette, did a fine job of representing our club.)
- When referring to our state square dance magazine, spell it as The ROUNDUP.
- Titles of complete works that are published as separate items may be underlined, typed in all capital letters, or set in italics: for example, books, pamphlets, long poems, magazines, and newspapers. (e.g., See The Gregg Reference Manual, paragraph 289. See THE GREGG REFERENCE MANUAL, paragraph 289. See *The Gregg Reference Manual*, paragraph 289.)
- The word "fun" is often overused. Try substituting words like entertaining, enjoyable, pleasant, lively, delightful, festive, rigorous, and exciting.
- The following words should not be capitalized: round dance, square dance, clogging, super banner.
- Check for the correct spelling of officers, callers, and cuers.

CLUB REPORTER

Common Spelling and Capitalization Errors

- Advanced – not ADVANCED
- AM/PM – no space between or periods
- and – use in all instances except when joining two names (Don & Fay)
- afterparty – one word, not hyphenated
- air-condition – hyphenated, used as a verb
- air-conditioned – hyphenated, used as an adjective
- air conditioning – no hyphen, used as a noun
- air conditioner – no hyphen, used as a noun
- bylaws – one word, not by-laws
- clogging – not capitalized
- co-chairpersons – hyphenated
- convention – not capitalized unless part of an official name such as Minnesota State Convention, or 2021 Minnesota State Convention.
- cue, cued, cuing, or cueing
- doughnut – not donut
- emcee – M.C.
- federation – not capitalized unless part of an official name such as Minnesota Square Dance Federation or Square Dance Federation of Minnesota
- get-together – hyphenated, used as a noun
- good-bye or good-bye – both are correct
- handmade – one word
- ice cream – no hyphen
- king – do not capitalize
- Mainstream – one word,
- midnight – one word, no hyphen
- national caller – do not capitalize
- night – not nite
- Plus – not PLUS
- pompom – one word not pom pom or pom-pom
- potluck – one word, not pot luck, not pot-luck
- president – capitalize only as a formal title before a name
- queen – do not capitalize
- round dance, rounds, etc. – do not capitalize
- The ROUNDUP – correct spelling and capitalization
- secretary – do not abbreviate
- secretary-treasurer – hyphenated
- springtime – one word, no hyphen
- summertime – one word, no hyphen, do not capitalize
- square dancing, square dancing – do not capitalize, do not hyphenate
- through – not thru
- traveled or travelled – both are correct
- traveling or travelling – both are correct
- turnout – one word, do not hyphenate
- vice president – two words, do not capitalize
- weekend – one word, do not hyphenate
- workout – one word, do not hyphenate