



# CALIFORNIA POLICE RECORDER

## 2021 Article Submission Deadlines

- ❖ SPRING: FRIDAY, MARCH 26
- ❖ SUMMER: FRIDAY, JUNE 25
- ❖ FALL: FRIDAY, SEPTEMBER 24
- ❖ WINTER: FRIDAY, DECEMBER 10

Per the CLEAR Document of Policy and Procedure, each article shall be submitted to the Publication Chair in the following format:

- ✓ Heading shall include writer's name and Chapter **(This is an upper left text heading, not a page Header.)**
- ✓ Article title, i.e., President's Article, Chapter News, etc.
- ✓ Font and size – Arial 10
- ✓ Indented paragraphs
- ✓ One line between each paragraph
- ✓ Justified right margin
- ✓ Viewing size – 100%

*E-mail Articles to:  
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Send any and all associated photographs as separate files or in a separate Word document. **Please do not include or embed them into the article's text.**