

ABOUT THE FLORIDA TOOLBOX

The Florida Toolbox is a monthly newsletter, providing information from the American Legion Auxiliary, Department of Florida Leadership to engage, and inform members, veterans, and other interested persons, of important Department objectives, events, benefits, and official Department and National business. The Florida Canvas publishes on the first working day of each month, except July. There is no newsletter in July.



WHO CAN CONTRIBUTE?

Department Officers, District Presidents, Department Chairmen, and staff may contribute to the Auxiliary Newsletter. Submissions from National, Units, Auxiliary Members, Legion Family Members, and any other individuals, may submit an article for consideration, however these articles must be relevant and considered valuable to our readers, and will be evaluated on a case-by-case basis. We reserve the right to refuse any article that we do not deem appropriate or relevant to our readers.

ARTICLE SUBMISSION REQUIREMENTS

- Content must be engaging, informative, and /or relevant to the American Legion Auxiliary, Department of Florida. Articles and images may be submitted using our online submission form alaf1.org/newsletter-submission/, contained within an email, or attached to an email in Microsoft Word format (.doc or .docx). Emails should be sent to alaf1news@alaf1.org.
- If a piece has already been published elsewhere, please submit it as a synopsis or a summary of the original document.
- Be sure to credit any other author and/ or publishes, including references. Sources should be cited in the article.
- The working language of the newsletter is English.
- Although there is no word limit, articles are generally no longer than 1200 words. Longer articles will be considered on case-by-case basis.
- The editorial board reserves the right to edit work that has been accepted for publication. The author's message will not be changed, changes will include grammatical corrections, changes of inaccurate data, omission of unacceptable or irrelevant information.
- The submission deadline is the 15th day of each month, for publication on the 1st of the following month. Any submissions received after the 15th day of the month, will be held for the next publication. Deadlines are real!

PHOTO SUBMISSION REQUIREMENTS

- Photos/Images should be submitted in high resolution format, in one of the following file types: .jpeg, .jpg, .png, .tiff, .pdf. Photos/Images must be sent separately and not embedded with the article. They may be sent using our online submission tool, attached to an email, or emailed link from your personal Gmail or drobox account. DVD/CD's and flash drives are also acceptable, if received prior to deadline.
- All professional photos should be given accreditation. Please cite photographer's name and affiliation.

Please follow these guidelines when taking photos of children:

- You must receive consent from the parent, guardian, or caregiver of any child or young person up to the age of 18, especially if they are clearly recognizable in an image.
- Be sensitive and inclusive
- Exercise caution at all times.