

## ***Metroscape*<sup>®</sup> Writers Submission Guidelines**

Thank you for interest in publishing with *Metroscape*<sup>®</sup>. Since 1993, we have been informing our readers about the most significant and timely issues affecting the Portland-Vancouver metropolitan area—from fiscal crises, to environmental challenges, to nationally recognized success stories. In addition to giving readers the context to understand the big issues, we also reflect the region’s people and sense of place through poetry, photographs, and well-crafted prose.

These submission guidelines give you the information you will need to be sure that your work meets our expectations for tone, length, style, and more. We look forward to your contribution.

—Craig Wollner, Editor-in-Chief

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### **The *Metroscape*<sup>®</sup> Mission**

*Metroscape*<sup>®</sup> is a publication of the Institute of Portland Metropolitan Studies (IMS) at Portland State University (PSU). The mission of the Institute, and *Metroscape*<sup>®</sup>, is:

To serve the communities of the Portland-Vancouver metropolitan area; to identify the most pressing issues facing this metropolitan area and its communities; and to develop the information needed to fully communicate the scope and significance of those issues.

### **Contributor’s Information**

We ask for the following information from all contributing writers. It is imperative that we be able to contact you—especially in situations such as last-minute fact checking, when quick response times are of the essence. Please be sure to **email** all of the following contact information: **Full name; work, mobile, and/or home phone numbers as appropriate; Email address; and street address.** We run an author’s identity line with each piece, so be sure to provide the information you would like to see with your story; for example: “*Mary Jones is a Portland area freelance writer who teaches English at Portland Community College.*”

### **General Submission Information for Articles and Interviews**

#### ***Articles***

*Audience, tone, and style.* Our readers come to *Metroscape*<sup>®</sup> seeking interesting, in-depth, and nuanced examinations of the issues affecting the region. They are public and private sector decision-makers whose success depends on an understanding of how these issues affect regional social, cultural, land-use, and economic policy in the region. The tone of a successful *Metroscape*<sup>®</sup> article reflects this readership.

Like any other high-quality publication, we seek to be informative and clear.

In keeping with the IMS mission, *Metroscape*<sup>®</sup> is a neutral forum for the discussion of sometimes contentious issues. This means that the magazine must responsibly report stories from many different angles. Articles should be balanced, not argumentative or tendentious.

*Metroscape*<sup>®</sup> articles should be journalistic, not academic. Use engaging leads, telling anecdotes, and colorful details. Your story will not be the first or last word on the topic; rather, it should be the story readers *want* to read. The easiest way to familiarize yourself with the tone we strive for is simply to read past issues.

Use citations or suggested reading lists following your article if necessary, no footnotes or endnotes.

In writing your story, think about whether any information could best be conveyed in a sidebar or separate section. We have found that this is another effective way to capture readers' attention and create interesting page layouts. Write captions for any supplementary art you submit.

*Time value.* Because *Metroscape*® appears only twice a year, be aware of the timing of the information you present in your story and plan your prose accordingly. For example, don't present as breaking news information that will be well known by the time it appears in print. Our readers are more interested in analysis and perspective than in "scoop" journalism.

*Length.* Story lengths vary depending on their purpose. **Lead articles** should be approximately **3,000 words**. **Other features** should run between **2,000 and 2,500 words**. When writing for other sections, consult past issues for guidance on length. **Please note word count at the head of your article.**

*Due dates.* The dates on which final drafts are due to us change based on the year's calendar, but are approximately: **November 1** (for **Winter** issue publication) and **May 1** (for **Summer** issue publication). We will work with you to edit your story after you submit it.

*Art.* Good art that complements your work's narrative is essential to making *Metroscape*® an engaging publication. We define art as any visual component of the layout—that includes, charts, graphs, maps, photos, illustrations, and more. Please identify appropriate sources for art, and think about getting art from the people or organizations you discuss in your story. These groups are often willing to supply art for free.

All art needs to be high-quality and high-resolution, such that it will not look blurry or pixelated when it is professionally printed. We prefer art that is reproducible at **600 dots-per-inch**, though we will accept **300 dpi** art. At this resolution, many images must be transferred to us on CD or other media, not emailed. Please contact **Meg Merrick** ([merrickm@pdx.edu](mailto:merrickm@pdx.edu)), our Design Editor, for more information.

*Technical requirements.* The final document should be double-spaced, set in 12 point type, and saved as a Microsoft Word file. **All submissions should be emailed as attachments to all of the following *Metroscape*® staff:**

- Craig Wollner, [wollnercr@pdx.edu](mailto:wollnercr@pdx.edu), (503) 725-5484
- Meg Merrick, [merrickm@pdx.edu](mailto:merrickm@pdx.edu), (503) 725-3579
- Tracy Dillon, [dillont@pdx.edu](mailto:dillont@pdx.edu), (503) 725-8291

*A Note about "the Region."* When we refer to **the Portland-Vancouver metropolitan region** or area we mean six counties—**Clackamas, Clark (in Washington), Columbia, Multnomah, Washington, and Yamhill**—that compose the service area of the **Institute of Portland Metropolitan Studies** and are thus the focus of everything we do. In writing for *Metroscape*®, we don't ask that everything you discuss in your work encompass all of the counties. Instead, bear in mind that your major focus should be grounded in events and circumstances relevant to the region and that what you report should have significance for the area, even if you don't mention each county in your piece. An effort should be made in your work to draw out the significance of the topic to the region. Please do not write a "**Portland-centric**" article, which we define as one that discusses the topic solely as a Portland phenomenon and seems not to be conscious of related events or facts outside the city limits. Keep in mind that **the primary intent of the magazine is to foster an awareness of the region's shared identity as well as its shared problems and shared solutions.**

### *Interviews*

*Metroscape*® uses a "**Q and A**" format for its interviews, unless otherwise instructed. The guidelines applicable to articles with respect to tone, due dates, art, and technical requirements apply

to interviews as well. We ask that interviewers write a very brief introduction to head the piece which illuminates the interviewee's background and credentials, the reason she or he is the subject of the interview (for example, expertise or involvement with a particularly compelling topic for the region), the author/interviewer's identity, and the place and date of the interview. If there is sidebar material and art that should be run with the interview, please include it in the submission. We always need at least one photo of the interviewee, but also welcome other illustrative materials. Unless an agreement is reached at the outset of the assignment, the editors expect interviewers to do their own transcription. To be clear, we will not pay authors transcription fees in addition to the original fee negotiated for doing the interview, unless the author and editor have reached prior agreement.

### **Payment for Services**

Once agreement has been reached to publish your work in *Metroscape*®, it is important that you immediately contact **Emily Renfrow**, the office coordinator at IMS, to arrange for payment of your fee. She can be reached by phone at 503-725-5170 or emailed at [renfrowe@pdx.edu](mailto:renfrowe@pdx.edu). Because IMS is part of PSU, a state agency, we are required to use a **Personal Services Contract (PSC)** to compensate all paid work for the magazine. The form is downloadable from the PSU website ([www.pdx.edu](http://www.pdx.edu)) at [http://www.pdx.edu/media/b/a/BAO\\_psc\\_short\\_form.pdf](http://www.pdx.edu/media/b/a/BAO_psc_short_form.pdf). In order for you to receive your fee in a timely manner, a PSC must be on file in our office. **NOTE: PSCs must be turned in to Emily Renfrow prior to submission of the article.** If you are a state employee when you take a *Metroscape*® assignment, an alternate method of payment, known as a **Supplemental Wage Agreement (SWA)**, can be used. You should consult with Emily Renfrow about this alternative. It is imperative for those who must be paid under the SWA to start setting it up as soon as possible because of the many signatures required to validate the agreement. In any case, you should make arrangements under whatever the appropriate format immediately upon accepting the assignment to ensure speedy compensation. **Please note that we do not pay a “kill fee” for submissions that are not used in the magazine.**

Updated 12/4/07