

Cascades East

Guidelines for Writers

Cascades East is a quarterly magazine focused on recreation and adventure in central and eastern Oregon. You'll find a new issue of *Cascades East* at the change of each season: winter, spring, summer and fall. Because we are seasonal, we are always looking one season - and often one year - in advance for story ideas. Of note: We consider recreation to cover a wide range of activities, from the extreme to the sublime. From snow sports to stargazing, in the wilderness or on the town, *Cascades East* is the magazine for locals and visitors who are looking for adventure, entertainment, respite, thrills and inspiration.

Please note that we cannot promise an assignment to you. It may very well be that your story idea is already in our pipeline. But we are always happy to consider new ideas and review writing samples and photo portfolios. Please query first.

We are looking for sharp, edgy writing, short and snappy, between 500 and 1,000 words, including sidebars. If you have a story idea you'd like us to consider, please send a brief query letter to Valerie Clark managing editor, *Cascades East* magazine, 404 NE Norton Avenue, Bend, OR 97701, or email to ads@cascadeseast.com. Your **query** letter should include something about your background, the angle of your story (not just the topic), sources, sidebars and suggestions for photo opportunities. Also, please include 1-2 clips of your work.

If you are offered an assignment, you will be given a contract to sign. Also, please follow these style instructions:

- * Title your piece and include your name, contact info, date and word count at the top of the page
- * Double space text; Times New Roman font, 12
- * Do not indent paragraphs; flush each new paragraph to the left
- * Do not double space at the start of each new sentence
- * Do not bold or enlarge title
- * Events are printed in "date, time, place" sequence, i.e. July 25, 9-1pm in downtown Bend.
- * Submit an electronic file via email or CD

Payment for writers will be negotiated on a per-case basis. All editorial material is protected by copyright. Cascadia Magazine Company retains the right to reprint editorial material for promotional use, with credit given.

Deadlines: If you are assigned a story, please note the following deadlines for final materials:

	Winter	Spring	Summer	Fall
Submit materials:	November 1	February 1	May 1	August 1
Publication date:	December 7	March 7	June 7	September 7

Please note: Any material accepted is subject to such revision necessary in our sole discretion to meet the requirements of *Cascades East*. ALL SUBMISSIONS OF MANUSCRIPTS, PHOTOS AND ARTWORK, ETC., WILL BE HANDLED WITH EXTREME CARE; HOWEVER, THE PUBLISHERS ASSUME NO RESPONSIBILITY FOR THEM. PLEASE DO NOT SEND ORIGINALS. ADDITIONALLY, THE PUBLISHERS ASSUME NO LIABILITY FOR CONTENTS OF MANUSCRIPTS OR PHOTOGRAPHS SUBMITTED.

Thank you for your interest in *Cascades East* magazine. We look forward to hearing from you. www.cascadeseast.com