

## **Kansas Trooper Submission Policy**

The Kansas Trooper is sponsored by the Kansas State Troopers Association (KSTA) and is published quarterly. All materials published in the magazine are the property of KSTA. No articles in this publication may be reprinted without the express consent of the editor. To obtain consent, contact the editor of the Kansas Trooper at [editor@kstroopers.com](mailto:editor@kstroopers.com).

### **Readership/Circulation:**

The Kansas Trooper magazine is distributed to members of the KSTA (Troopers, Motor Carrier Inspectors, and Capitol Police), as well as local and state agencies, legislators, service providers, and businesses.

### **Editorial Committee:**

The Kansas Trooper Editorial Committee is comprised of volunteer members of the KSTA who have agreed to serve in the furtherance of improving an already excellent publication. The committee's purpose is increasing readership, creating a high quality publication for members of the KSTA, and providing timely thought-provoking content. The chair of the Editorial Committee is the current KSTA Vice President.

### **Submissions:**

Editorial material and photos can be accepted for publication in each magazine.

The Kansas Trooper Editorial Committee *reserves the right to approve or refuse a submission for publication*. Also, in order to ensure the quality of the publication, editing for grammar, spelling, punctuation, and content may occur. Every effort will be made to ensure that the context of the submission remains the same. Article submissions should be appropriate for the entire readership of the magazine or they will be refused.

All materials submitted become the property of KSTA. To have your materials returned to you after publication, be sure to include a self-addressed, stamped envelope. By submitting materials, all authors are consenting to the use of their name, article, and image (when applicable) with the Kansas Trooper magazine and the KSTA website.

To submit materials for publication in this magazine, e-mail submissions to [editor@kstroopers.com](mailto:editor@kstroopers.com). See specific guidelines below.

### **Articles:**

Type all materials and submit your article in an electronic format via e-mail. Please save it as a Microsoft Word document. Please do not insert photos in a word document, but send them as separate attachments to the email.

**Photos:**

Photos taken with a digital camera are generally satisfactory, provided the quality is acceptable. Photos taken with a phone may be satisfactory depending on your quality settings. The image should be saved as a tiff or jpeg format and provided via e-mail. ***Photo captions need to be submitted with all photos.***

Photos for the cover MUST be a minimum of 300 dpi and at least 8"x10." They must be clear, in focus, and of suitable content. A vertical photo is more conducive to the layout for the cover.

**Contributor Reimbursements**

Contributor Reimbursements are paid at the rate of \$.05 per word for a published article and \$5 per high quality published photo if the photo is taken by the submission author themselves. Captions or descriptions of photos are already included as part of the photo reimbursement, and are not calculated separately.

The maximum reimbursement for an article and photos together is \$100 total.

If an article and/or photos is submitted about an event or cause that received a donation from the KSTA or the Kansas Troopers Foundation (KTF), the submission will not receive a reimbursement for the article/photos published in the magazine.

All materials for the Kansas Trooper should be sent to:

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Questions? Call 785-783-5494

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