



Oregon Association of Municipal Recordors

Newsletter Submission Guide

In order to make the newsletter as consistent in format as possible, please follow the below guidelines when submitting articles, flyers, etc. to the Newsletter Chair. Thanks for your help!

Document type: Microsoft Word (some cities do not use Word, so converting the document to PDF is fine)

Formatting: unjustified paragraphs

Article font: Verdana*

Article titles: Bold type

Article writers: Name, certification, position, city

Photos: Include caption with names and cities of those in the photo

*Flyer fonts can be in whatever size, color or shape that you want since they are designed to be eye-catching