

## **THE CAPITAL**

Capital Gazette Communications LLC® publishes *The Capital*®, a daily newspaper serving Annapolis, Anne Arundel County and Kent Island, Maryland. It also publishes the *Maryland Gazette*® twice a week for residents of Glen Burnie, Pasadena and the surrounding areas of northern Anne Arundel County.

The company also publishes two free distribution newspapers: the *Bowie Blade-News*® and the *Crofton - West County Gazette*®.

In addition to the newspapers, Capital Gazette operates a robust website serving all of its products at [www.CapitalGazette.com](http://www.CapitalGazette.com)®.

### **What is the circulation or audience size of your publication?**

The Capital print newspaper circulation is over 37,000 daily on Monday through Saturday and around 41,000 on Sunday.

### **What is your lead time for a soft news story pitch or a calendar item?**

Story ideas arrive daily: some require immediate attention, others are less pressing.

In general, please provide at least 2 weeks notice for pre-scheduled events, including calendar events and community news announcements. News releases and tips sent by email are the best way to contact us.

For news and feature stories, that might coordinate with an event, the newspaper prefers enough time to assign a writer, get photos, and provide a realistic deadline to the writer, allowing a thoughtful approach to the story.

Because this is a daily paper with a large circulation, we can't cover every tip as a story, however, we try to publish advance announcements and calendar items when appropriate to the content and coverage area. We also share reader-submitted news and photo packages with the Sunday My Time and Capital Camera pages.

### **What is the phone number, fax number and email you use for press contacts?**

Community News Announcements, Calendar items, and pre- and post-event .jpg attached photos: E-mail to: [commnews@capgaznews.com](mailto:commnews@capgaznews.com) Fax: 410-280-5953

### **How do you prefer to be contacted?**

E-mail story tips and news releases and pre-and post event .jpg attached photos to: [commnews@capgaznews.com](mailto:commnews@capgaznews.com)

### **Who else can be contacted?**

General and breaking news tips can be e-mailed to: [tips@capgaznews.com](mailto:tips@capgaznews.com). Additional news contacts are posted on the website: [www.CapitalGazette.com](http://www.CapitalGazette.com) . (On the Left, click "Contact Us." Scroll down to the Department, Editor, Reporter, Photographer or Community Columnist you seek.)

### **When is the absolute best time to get in touch with you?**

Early afternoon Monday, Tuesday, or Thursday.

### **When is the absolute worst time to call you?**

For The Capital's reporters and editors: mornings and late afternoons, as they are on deadline.

For the Community News Desk, mornings and late afternoon Monday, Tuesday and Thursday and most of the day Wednesday. There is no staff in Community News on Friday.

Heaviest deadline days in the Community News division are Tuesday, Wednesday and Thursday.

### **Do you have written guidelines for how people can get a story placed?**

Guidelines are printed further in this booklet.

The Capital welcomes submitted community .jpg attached photos for pre-and post events. The paper also welcomes Sunday features for "My Time" and Capital Cameras." To thank supporters, donors, and those who have helped an organization or cause, consider e-mailing a "Good Deeds" thank you letter to the paper.

We suggest submitting community news announcements and calendar items at least 2 weeks in advance. The same for story ideas. Many readers and callers, actually call on their way to an event, expecting coverage or a photographer. Providing little to no advance notice doesn't allow the paper time to consider the story content or assign coverage if news warrants.

**What is the paper's online website address?**

[www.CapitalGazette.com](http://www.CapitalGazette.com) (This is a new website address.)

**How long does a story stay online?**

Stories appearing online are archived. The website is updated daily. Stories may stay up for a week.

**Does the content online differ from the printed Capital newspaper?**

Capital Gazette online includes blogs, video and includes some added pictures that might not have run in the paper. There may also be pictures that run in the paper but do not appear online. Community announcements and clubs are not included online at this time. Also, the online Calendar of Events can differ daily from the printed newspaper calendar.

**Are the online archives free?**

Accessed through any Anne Arundel County Library computer, archives to [www.CapitalGazette.com](http://www.CapitalGazette.com) are free. Online searches are currently free.

**How can I connect with The Capital in social, online, digital networks?**

Stay connected 24/7 with The Capital on: Facebook:  
<https://www.facebook.com/capitalgazette> and Twitter:  
<https://twitter.com/capgaznews> Facebook referrals and connections have grown significantly over the past year.

**Do you have an internship program?**

Internships are available for college credit.

**Can people pick your brains over a cup of coffee?**

Late Monday morning is the best time, with prior notice. Part-time staff member Cheryl Michi handles the Community News desk. E-mail: [commnews@capgaznews.com](mailto:commnews@capgaznews.com) or: [cmichi@capgaznews.com](mailto:cmichi@capgaznews.com) Newsroom phone: 410-268-5000.

This may change when the metered paywall activates, scheduled for May 1, 2013.

## **Guidelines for Photo Submissions to The Capital**

Photos should be properly exposed, nicely composed and tightly cropped to adequately show subject matter. Photos containing excessive motion, or that are "soft" (blurry and out of focus), cannot be used. Please avoid backs of heads, photos from far away and poorly composed pictures. Avoid crowding too many people into one photograph --- no more than four or five people per photo at the most.

Submit your best 4 or so photographs of the subject.

**Photos must be submitted in the following size and format. Do not embed a photo within a document. Each photo must be a .jpg attachment:**

Minimum size: 5" x 7" Resolution: Minimum of 180 dpi (dots per inch or pixels per inch), 300 dpi preferred .jpg (.JPEG) file format

**Caption information must be in this format:**

(Date photo was taken) 04/04/2011: Include where the photograph was taken; try to limit the number of people appearing in the photo to four or less. Always identify subjects from Left to Right (L to R) as you view the picture. Include ages, if under 16 years of age, and the community where the subject lives (or school and grade attending, if students). Photo by: Joe Smith for The Capital.

(Or: Courtesy photo or: Photo courtesy Sue Smith.)

**Caption Format Example:**

04/04/2011: (L to R) Jim Smith, 15 (Annapolis), Joe Thomas, 12 (Severna Park) and Kate Jones, 13 (Severna Park) enjoy the warm spring day at a picnic table in Quiet Waters Park in Hillsmere. Photo by: Joe Smith for The Capital

Each photo submission should include a caption like the above example. Please try to include as much relevant information as possible.

Also, mention who at The Capital requested the photograph, or to the person or department awaiting the photo.

Photos that do not include complete caption information or do not meet the size and resolution requirements may not be used.

Thank you,

Photo Department

## **Tips for Submitting Photos for Possible Inclusion In the "Capital Camera" Section**

Dear Community Group,

You may submit your own photographs for possible publication. All photos are subject to approval of the Community News and Photo departments. Any hard copies can be returned by providing a self-addressed, self-stamped envelope. Digital .jpg attached photos are the preferred method. Compact discs cannot be accepted.

When submitting your own courtesy photographs, please take the following into consideration:

- One vertical shot, with 2 to 3 subjects, three horizontal shots, with 3 to 4 subjects. No repeating subjects in subsequent shots.
- Close-ups, preferably from the waist up, are desirable. No profiles or partially hidden faces.
- Backgrounds should be as plain as possible so as not to detract from the people.
- Identify subjects from left to right, by name, hometown and age, if under 18. Keep in mind, we do prefer to highlight county residents.

Accompanying the photographs should be several short paragraphs describing the event and organization with the old familiar, who, what, where, when, why and how. For example:

- if you raised money, how much did you raise and for what purpose?
- How many people attended the event?
- Is this an annual activity?
- How many volunteers coordinated the event?
- What activities were available?

Describe as much as you can to make it interesting to readers of *The Capital*. All copy is subject to editing.

When submitting photos, please include your contact information (phone and e-mail) so you can be reached for questions.

**Submitting Community News & Story Tips:**

E-mail your community news and story tips to Cheryl Michi at the Community News Desk at The Capital newspaper at:

[commnews@capgaznews.com](mailto:commnews@capgaznews.com)

To submit your event for publication via U.S. Mail to: Community News, The Capital, P.O. Box 911, Annapolis, MD 21404; or drop it off at our offices at 2000 Capital Drive, Annapolis.

You may also fax to: 410-280-5953, attention: Community News.