

Editorial Submission Details

Please submit your information by NOON on the specified due date.

Please include the following items in your submission:

High Resolution Photos

- Photos in high resolution of at least 300 dpi and 5 x 7 as .jpg attachments.
- If you are sending more than five photos, please send via Dropbox/We Transfer or a zip file. Please do not send photos in a word document.
- For a photo to be used, all persons must be identified with first and last names. We do not accept photos with a person's back facing the camera or with a person's eyes closed. Photo placement/usage is at the discretion of *The Independent*.
- We encourage you to submit photos that show the diversity of your guests.
- Photos that are submitted for use on our website should be different photos than submitted for use in our magazine.

Caption Information

- A text document with names (left to right and by rows) and corresponding photo numbers from the .jpg files.
- Please label your photos with a number and a word, for example: 1. Rose Brooks, 2. Rose Brooks, etc. DO NOT use the caption as the file name.)

Event Highlights

- Please know that we write the final copy for all editorial features. You may submit your event information in paragraph form, bullet points, or a general outline of details.
- We do not include logistical information in editorial features, for example: phone numbers, websites, or email addresses.
- Please include event chairmen's names if you would like them featured.
- We do not provide proofs of editorial features.

Photo Credit

- Please only provide the names of professional photographers. We do not credit staff members or volunteers.

Contact Information

- Name, phone number, and email for submission questions
- Billing name and email address

Please email the above items to **Annie England** at **annie@kcindependent.com**.

To pay online visit kcindependent.com. Click on Submit -> Make a Payment or call our office at 816-471-2800 with a credit card. Otherwise, we will invoice you after publication.

We look forward to receiving your submission and featuring it in *The Independent!*