



# Tipster

## 2025 Guide to Submitting *Tipster* Articles

### How to Submit Your *Tipster* Article

The *Tipster* Submission Form is on the SCOV website at: [www.suncityorovalley.com](http://www.suncityorovalley.com) > **News & Info > The *Tipster* > Submit Article**

- Deadline is the 8th of the month prior to the month of publication. Publication of late submissions is not guaranteed.
- Submit every month, even if there is no change.
- Club information not updated by the Article Deadline may be removed.
- Please have only one submitter per club.
- Each club may have one article in the **Clubs** section.
- Events or classes open to the community may also be listed in **Coming Events** or **Workshops and Classes** sections.
- Before you click on Submit, check for accuracy: spelling of names, phone numbers, day, date and time. When writing your article, have on hand a calendar and SCOV Community Phone Directory. Clubs are responsible for submitting correct information in headers.

### How to Submit a Photo

Photos of club members or showing club activities will enhance your article. You may submit a photo with your *Tipster* article by attaching it at the bottom of your *Tipster* Submission Form.

Below the Photo Release Agreement, you must choose one of the three boxes regarding photo terms and conditions.

Photos should be 300 KB or larger, jpg, png format. Photos taken with a cell phone should be downloaded/sent as “large” or “actual size.” Photos may be emailed directly to the editor from the cell phone. If you have an email on your phone.

### Guidelines

Refer to the *Tipster* Standards for complete guidelines. Listed here are a few common ones.

**Acronyms:** Use full name followed by acronym in parenthesis. Institute of Learning in Retirement (ILR).

**Alcoholic Beverages:** Articles should not mention beer, wine or alcoholic beverages for sale or provided free at a SCOV event. (A catering license and liquor license is required.) Use BYOB, refreshments will be served, beverages served, or sodas and beverages included.

**Common Abbreviations:** per person = pp; single = sgl; double = dbl; couple = cpl; Sun City Oro Valley = SCOV (preferred designation).

**Day and Date:** Spell out in article text. Example: Saturday, February 11, 7 pm, Auditorium. Abbreviate in article header and tables. Example: Sat., Feb. 11, 7 pm, Auditorium.

**Day, Date, Time, Place and Cost:** In that order.

**Email and Website Designations:** email or website (no colon) and the address. Example: email jones@aol.com; website [www.hotsheet.com](http://www.hotsheet.com) (we have reinstated www so that links in the online *Tipster* will work).

**Emphasis:** Do not use exclamation points. Do not use all capitals.

**Header:** Abbreviate days and months using three letters and a period.

**Listings of Events/Activities:** Include only essential information; be brief and concise.

**Numbers:** 1-9 spell out (i.e., one, two, three, etc.), 10 and greater should be numerals.

**Place (Building/Room):** Spell out for easy recognition, except commonly abbreviated ones that are listed in the legend on page 2 of the *Tipster*. Examples: Catalina Vista/Pusch Ridge; AFC; WCI.

**Times:** 6-9 am; 6 am-noon; 6 am-1 pm; am or pm all lower case; no periods or spaces before/after dash.

## **Common Words or Phrases Standardized**

Activity Center Lobby	fall ( <i>season</i> )	nonmembers	spring
Administration (SCOV)	General Manager (SCOV)	nonresident	subcommittee
air-conditioned		noon (lowercase n)	summer
annual meeting	general meeting	online	t-shirts
Arts and Crafts Fair	get-together	overseeding	tax-deductible
Association (SCOV)	happy hour	pickup ( <i>noun or adjective</i> )	<i>Tipster</i> (always italic)
audio books	hole-in-one	pick up ( <i>verb</i> )	UArizona
Auditorium (SCOV)	homeowner	potluck	The Views Restaurant
backyard	hors d'oeuvres	Pro Shop	(the restaurant)
barbeque	internet	RSVP	web page
Bermuda grass	Listserv	ryegrass	website
Board (SCOV BOD)	long-term ( <i>adjective</i> )	SCOV	winter
brown-bag	long term ( <i>noun</i> )	seasonal residents	log in ( <i>verb</i> )
bylaw	membership	Show and Tell	login ( <i>noun</i> )
club (but Hiking Club)	meeting	sign up ( <i>verb</i> )	Welcome Center
cul-de-sac	nametag	sign-up ( <i>noun or adjective</i> )	Wood Shop
email	newsletter		

## **Article Submission Form** **Word Limits and Placement**

*Articles submitted over the designated word length are subject to editing by the Tipster Editorial Committee.*

Association GM and Board of Directors – 350 words

Association Committees – 150 words

Coming Events – 100 words (*must be open to everyone*)

Special Events for Clubs box – two lines (*open to club members only*)

Workshops and Classes – 75 words

For Your Information – 100 words

Celebrations and Life Events – 100 words

Thank You Corner – 50 words

In Memoriam – Name and date of passing only.

Clubs – 150 words

Town of Oro Valley – 100 words

Partnered Organizations – 100 words

Extended Community – 50 words

Classified – 50 words (\$10 fee) (due on the 10th of every month)

If you have any questions, please contact the editor.

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