

Guidelines for Writers of Cigar City Magazine

Thank you for your interest in wanting to write for *Cigar City Magazine*. We welcome all writers (both published and unpublished), with interesting story ideas. Our articles profile Tampa in the early days and how it evolved from a sleepy little village to the “Cigar Capital of the World.”

Queries

We do not accept queries over the phone. We prefer queries to unsolicited manuscripts. Queries should give a good idea of the proposed article’s content and where applicable, sources. Cultural sensitivity and historical accuracy are extremely important. Writers are encouraged to study recent back issues for content and style and also be familiar with our website at www.cigarcitymagazine.com.

Feature Articles

Feature articles usually run between 1,300 to 2,500 words and cover a variety of subjects and include sidebars. We are a pictorially attractive publication and use many old black and white and sepia photographs to enhance our articles. Shorter pieces are also welcome (300-600 words). We seek lively, well-researched, and well-written articles that match the style of our magazine. Of special interest to us are articles that discuss events within the context of their times and articles that show connections between the past and the present of Tampa.

Style

Since *Cigar City Magazine*’s readership has a wide variety of backgrounds and age groups, we need our writers to write in a familiar tone rather than a scholarly tone.

Captions and Imagery

All graphics (images, drawings, maps, photographs, etc.) should have descriptive captions of 15-25 words in complete sentences that explain the relationship to the article. Photo credits must be fully explained. The person or party responsible for object(s) not open to public photography such as special museum items must sign a release. In most instances authors will be responsible for identifying and providing illustrative material, procuring permissions if necessary, or, at a minimum, offering suggestions to the editor regarding suitable imagery. *Cigar City Magazine* will use the utmost care in protecting and preserving original photographs, slides and color separations, but will not accept responsibility for accidental loss or damage. Original photographs scanned and emailed to us must be scanned at 300 dpi resolution at 100%.

Footnotes and Bibliography

Authors should include footnotes, if applicable and a bibliography, but few if any of these citations will be included in the published version. Proper research and documentation of sources and resources is critical and required. Editor reserves the right to verify any and all sources.

Bylines and author biographies

A two-line biography of the author is requested. Please include the author's name, title, or organization(s), and website/e-mail address.

Graphics

Please provide a minimum of 3-5 original photographs scanned at 300 dpi at 100% for feature articles along with the manuscript. Do not embed them in a Word processing document, attach the photographs to an email. If you are unable to provide photographs to support your manuscript the editor will decide on photographs to support the story line. *Cigar Cigar Magazine* is an eye-pleasing magazine and as a result, we like to have lots of old photographs supporting our articles.

We prefer you to submit your photographs in digital form. They must be scanned at 300 dpi at 100% and can be TIFF or JPEG files. We prefer them to be sent on a CD-R. Be sure to convert all colors to CMYK.

Editing

Work may receive written critique and editorial suggestions. All work will be edited to some degree, to match our editorial format. No one need submit articles if they are not willing to have their work edited. If rewrites are needed, editor reserves the right to return to author, if time permits. A strict timeline will be give to the author within which to return revised article to the editor of *Cigar City Magazine*. The editor will correct grammar, punctuation and spelling errors. Although headlines for stories are appreciated, the editor will decide on the headline/story title.

Payment for Articles

At this time, *Cigar City Magazine* does not pay for unsolicited articles. We welcome your contributions to our historical and cultural magazine.

Original Material

Cigar City Magazine gives priority to submitted articles that have not yet been published. We will consider articles that have been or will be published elsewhere, on a case-by-case basis. Please bring these situations to the attention of the editor.

Copyright

Cigar City Magazine retains copyright to the version of material which appears in *Cigar City Magazine* publications (e.g. editorial material appearing in *Cigar City Magazine* may not be copied and republished elsewhere in the same form without permission from *Cigar City Magazine*).

Submissions

After receiving your query, we will contact you via email if we are interested in receiving your manuscript. If that occurs, please note that **manuscripts must be in a Microsoft**

Word document, 12-pt Times font and double-spaced. All submitted articles should be set up in the standard manuscript format (title, name, address, phone number, and approximate word count on title page, and every subsequent page fully numbered. Any foreign names or words must be italicized and the proper accent used.

Please include your writing credentials – both writing experience and expertise in the subject being proposed-and writing samples.

We will confirm receipt of materials. All submissions are subject to approval and editing for grammar, style, and consistency. We make no guarantee that submissions will be published.

Note: submitted stories/articles will not be returned.

It is preferred you attach your manuscript to an email to editor@cigarcitymagazine.com. However, if you wish to submit via mail, please send us your manuscript on a CD-R at:

Cigar City Magazine
P.O. Box 18613
Tampa, Florida 33679

How will you know if we have accepted your Story/Article?

Sometimes it takes us months to get around to reading submitted stories/articles. Because of our staff size and the volume we receive, it is impossible for us to respond to every submission. We will do our best to at least advise you that we have received your story/article.

There are many stories/articles that we like, but may want to wait until a future date to publish it with complementing stories in a particular issue. If that happens, we will hold on to the story/article and contact you. Please do not contact us to ask about the status of your submission.

Note: An expression of interest by *Cigar City Magazine* in a potential article is not a commitment to publish. We also reserve the right to reject previously accepted work at any time and for any reason.

Contact

For more information contact the Editor, Marilyn Esperante Figueredo at editor@cigarcitymagazine.com.