



SAN FRANCISCO  
ARCHITECTURAL  
HERITAGE

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[www.sfheritage.org](http://www.sfheritage.org)

## ***Heritage News Submission Guidelines***

San Francisco Architectural Heritage accepts articles from guest contributors on an as-needed basis. Articles with subject matter pertaining to San Francisco Architectural Heritage are given seniority in the selection process.

### **Content**

Articles must be related to preservation in San Francisco. Examples include exemplary finished preservation projects, book releases concerning San Francisco history and architecture, a spotlight on an interesting building or cultural site, a story on a threatened resource, or a how-to article providing readers with useful information regarding preservation practices and guidelines. Articles should be emailed on or before the due date. Heritage retains the right to edit every submitted article as necessary.

### **Length**

Guest-submitted feature articles must not exceed 500 words unless Heritage has agreed to give the author a longer piece.

### **Photos**

For most stories, Heritage requires at least one high resolution jpeg image for publication. Images should be no smaller than 300 dpi and 2 MB. Photo credits and captions must be included with the article for publication

### **Contact**

**Before writing anything, send a summary of your story idea to Constance Farrell at [cfarrell@sfheritage.org](mailto:cfarrell@sfheritage.org).** The summary should include the topic, the author's name, the main points you'd like to cover, the stakeholders involved, and how the subject matter relates to preservation in San Francisco. Constance will get back to you within a week of your submission to let you know whether or not Heritage will be able to publish your article for the next issue of *Heritage News*.

If you have any questions not included here, email Constance or call her at or 415.441.3000 x22.

Thank you!