**Do’s**

- Do submit your publication as an MS Word document either on a disk, a CD, or as an e-mail attachment.

- Do submit your publication in manuscript form (plain text only; bold and italic designations are acceptable).

- Do create tables using the Table function in MS Word. It’s easy!

- Do give us a sample of what you would like your publication to look like, if you wish. This is NOT, however, a substitute for the manuscript submission.

- Do verify and submit written permission to use copyrighted material or images.

- Do read your document aloud.

- Do keep in mind basic elements of clear writing: prefer active voice, keep sentences short, use familiar words, be specific, keep sentence elements parallel, and arrange material logically.

- Do use free resources such as the Merriam-Webster online dictionary at http://www.m-w.com. Can you name some of the most frequently looked-up words at the Merriam-Webster Online Web site?

**Don’ts**

- Don’t overwrite. The simpler way to say something is usually the better way.

- Don’t format your publications by creating columns or inserting pictures, graphics, or charts.

- Don’t make electronic changes (for revisions) in text taken from the online version of a current publication. Clearly indicate desired changes on the latest printed version. If entire paragraphs or sections need to be replaced for a revision, mark out old copy on printed document and indicate that changes are in an attached electronic form.

- Don’t hesitate to call us for help with printing, writing, or design questions.

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*Glenda Freeman, Extension Communications Editor, Auburn University*

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