

**How to submit Articles, Forms, Photos, News Items, Calendar Notices, Advertisements, and Letters to the WTGS Bulletin:**

The WTGS Bulletin is a bi-monthly publication: January-February; March-April; May-June; July-August; September-October; November-December

All submissions need to be received by the 10th day of the month before the upcoming publication. I.e. A submission for September-October would need to be received by August 10th.

**Technical Articles:**

* Text submissions should be submitted in either PDF or DOCX format
* Approved Fonts: Arial, Times
* Body Font Size: 11
* Title at Top, Centered, Bolded
* Authors and Contact information underneath, centered
* Illustrations, Pictures, Graphics should be integrated into the article at appropriate sections. Utilize PNG, TIFF, PDF, or BITMAP files for pictures, as these are lossless formats
* Include the Illustrations, Pictures, Graphics separately in lossless format for potential resizing needs

**Permian/Oil Field Perspective Articles and Letters:**

* Text submissions should be submitted in either PDF or DOCX format
* Approved Fonts: Arial, Times, Franklin, Georgia
* Body Font Size: 11
* Title at Top, Centered, Bolded
* Authors underneath, centered
* Illustrations, Pictures, Graphics should be integrated into the article at appropriate sections. Utilize PNG, TIFF, PDF, or BITMAP files for pictures, as these are lossless formats.
* Include the Illustrations, Pictures, Graphics separately in lossless format for potential resizing needs

**Forms:**

* Text submissions should be both digital and hard copy. Digital in either in PDF or DOCX format.  
  Formatting can remain per how the form was originally designed
* Illustrations, Pictures, Graphics integrated into form should ideally utilize PNG, TIFF, PDF, or BITMAP files.

**Photos:**

* Submit any relevant photos to the WTGS Bulliten! It could be utilized on one of our covers, or write out short captions for us to display as in our Permian/OilField Perspective Section!
* Acceptable Files: TIFF, PNG, PDF
* If using JPG/JPEG: Maximize quality, and save as Baseline (“Standard”) for maximum quality and the least amount of compression
* If files are large, create and share a link to files through GoogleDrive or DropBox

**Calendar Notices/Short Items:**

* Relevant community calendar notices and other short items may be informally sent through email
* For Calendar Notice, please note: Society, Date, Event Type, Event Speaker (if relevant), Event Title

Submissions to WTGS Editor-in-Chief: Katrina Soundy ([Katrina.Soundy@chevron.com](mailto:Katrina.Soundy@chevron.com)) – Add ‘WTGS Bulletin’ in Email Subject Line

**Potential Advertisers:**

See “Advertising” link at <http://www.wtgs.org> or call (432) 683-1573 for more information on submitting advertisements to the Bulletin.

**Help:**

The WTGS staff will be happy to assist with questions about submissions: [wtgs@wtgs.org](mailto:wtgs@wtgs.org), or (432) 683-1573.