

## Guidelines for Submitting Stories and Images to THF

**We love hearing from you! Here's how to share your projects, installations and great resources with the rest of the Tile Heritage community. We also encourage all calendar listings for events, workshops, exhibitions, festivals, symposiums, auctions and sales.**

**Directions to submit** articles and images to Tile Heritage to share (permanently) at the THF website in E-News, Special Features, Education, Clay in the Classroom & Community etc:

—> **Please keep** the text limited to one to three short to medium-sized paragraphs. A longer story with images can certainly be submitted as well. We do embrace that, and we will create a link to the full text of longer articles or place them in Special Features.

—> **Please submit** a digital image for each paragraph you write (if available).

—> **Images should be jpegs** approx 4x6 inches at 150dpi. Please do not embed images in Word.docs.

—> **If your text includes links** to other locations, Youtube or other videos, please be sure that the links are complete and work before submitting them to us for publication.

**Note: Articles and images will not be posted right away** at the THF website. We also may have to edit your words or print fewer pictures of a project. We will communicate with you though and thank you for your submissions... this is YOUR organization, YOUR repository for your tile, mosaics, terra cotta, and architectural ceramics installations--pictures and stories for posterity with the Tile Heritage Foundation.