

Minnesota Prairie Landowner Network Writers Guidelines

Thank you for your interest in submitting an article to the Minnesota Prairie Landowner Network (MPLN)! Below you will find guidelines and writing tips to get your article ready for publishing. Please note not all submissions may be included in the next newsletter and instead may be selected for future issues or shared on the [MPLN Facebook Group](#).

General

- Write articles for Minnesota's prairie landowners looking for ways to manage their working or preserved prairie.
- Articles can be in various formats, from educational and instructional pieces to narrative stories.
- Articles must be less than 800 words and written in an inverted pyramid style (see graphic).
- You may provide links to further information or related material at the end of the article, if applicable.
- Provide at least **two high quality photos** (at least 300 pixels per inch (PPI) at print size). For example, a 4x6 inch photo should be 1200 pixels wide x 1800 pixels tall.
- After submitting an article, expect an editor to work with you on formatting and finalizing you piece.



Inverted pyramid style is a writing structure with the most important information at the beginning of the article and supporting material follows in order of diminishing priority.

Writing Tips

- Use plain language and avoid or define jargon.
- Write clearly and conversationally.
- Use shorter words, sentences, and paragraphs.
- Write in an active voice and avoid passive sentences (e.g. active: "Staff attended training on safety procedures." versus passive: "Training on safety procedures was attended by staff.")
- Microsoft Word has a good spelling and grammar check (under the Review tab). When the check is finished, it can provide readability statistics. Make sure you have this option selected within Word at File > Options > Proofing, under the *When correcting spelling and grammar in Word* tab, option *Show readability statistics*. We suggest reading ease between 55-70 and a 9th or 10th grade reading level.

Thank you for writing for the Minnesota Prairie Landowner Network.

Please email prairie.protection@state.mn.us with your submission or if you have any questions.