

# SUBMISSION REQUIREMENTS

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1. All submissions must be emailed to [spirit@niagaracc.suny.edu](mailto:spirit@niagaracc.suny.edu) by 12pm on the submission deadline date (see front of this sheet for calendar of deadlines).
2. All submissions are required to be double-spaced Microsoft word files (.doc) and should NOT have paragraph indents.
3. All submissions must include the author's first and last name. Anonymous submissions will not be published.
4. Advertisements and graphics should be submitted print-ready and must be in grayscale or CMYK color format.
5. All submissions are published at the discretion of the Editor-in-Chief and are subject to copy edit.
6. Payment of a Purchase Order must be completed before the submission deadline. If payment or a PO number is not submitted, the ad will not be published.
7. One copy of the issue will be mailed to the contact the week of the publication.

## ADVERTISEMENT RATES

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### 1/2 Page

2-Column (10" x 14")  
or 4-Column (10.5" x 7")

**\$90**

### 1/4 Page

2-Column (5" x 7")  
or 4-Column (10.5" x 3.5")

**\$65**

### 1/8 Page

2-Column (5" x 3.5")  
or 4-Column (2.5" x 7")

**\$35**

### 1/16 Page

Created by Editor

**\$20**

## CONTACT THE SPIRIT

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### Faculty Advisor:

Marc Pietrzykowski  
[mpietrzykowski@niagaracc.suy.edu](mailto:mpietrzykowski@niagaracc.suy.edu)  
(716) 614-6807

### Mail to:

SPIRIT Office  
Niagara County Community College  
3111 Saunders Settlement Road  
Sanborn, NY 1413

### Article submissions:

[spirit@niagaracc.suny.edu](mailto:spirit@niagaracc.suny.edu)