

Writer's Guidelines for *Renaissance* magazine

Renaissance is the official magazine of RTO/ERO. It is published in English and French and features stories that are for and about RTO/ERO members. *Renaissance* is one of the top three communication vehicles used by members and is a valuable publication and membership benefit.

Renaissance is a quarterly publication that strives to share important stories and information. Feature stories focus on ways for members to maintain a healthy active lifestyle during the retirement journey. Popular topics include healthy living, wellness, travel, volunteering, social media — and much more.

Writers: How to submit a query

• When submitting a query to *Renaissance* as a member of RTO/ERO, the following must be clearly stated: first and last name, membership number, district number and name.

- If you are **not** a member of RTO/ERO, your story idea must impact the lives of members and seniors. If possible (depending on the topic), sources for your story should include members of RTO/ERO.
- Before sending a query, do your research. Start off by reading *Renaissance*. Be familiar with the publication, especially the section of interest for your query.
- It's important to send a unique and creative query, of 300 words or less. Outline how you plan to write the story for the magazine.
- Explain how/why this story will be of interest to members. The query should showcase your creative writing style and approach.
- When sending in your content, indicate the theme of the publication or magazine department/section (if applicable).
- Please note that we only accept electronic queries at renaissance@rto-ero.org.

For fact checking purposes, you are expected to provide the phone numbers, email addresses, and websites of all sources used in your story.

Include writing samples with your query if you have been published before.

Only queries submitted in the correct format will be considered for *Renaissance*, unsolicited manuscripts will not be reviewed or accepted.

Not a writer, but have a story or idea

You do not have to be a wordsmith or professional writer to share your story with us. One of the great benefits of being a member of RTO/ERO is having the opportunity to be featured in *Renaissance* magazine. It is important to note that the magazine belongs to you as a member, and the editorial team wants to hear from you. So if you see a theme that you identify with or if you have a story/theme idea that you think would be of interest to your colleagues, get in touch with us at renaissance@rto-ero.org.

Join our writing roster

If you are interested in being contacted from time-to-time to write stories for *Renaissance*, feel free to email us with a few writing samples and topics of interest. We will add you to our list of contributing writers.

Members' Bookshelf

We are interested in reviews by RTO/ERO members or about member-authored books. Popular books of interest to members are also considered.

Reviews should be between **200-250 words in length**. The review should give a brief sentence or two of what the book is about, without giving away the plot. It should also explain why this book is a good read. At the end of the review, the writer should tell readers the price of the book and where the book can be purchased.

The author and/or publisher of the book cannot be the author of the review. If the review is written by a friend or colleague, it must be written in a fair, objective way.

We require the following information about the book: book title, name of author, name of publisher, year published, number of pages and the ISBN.

We also require a high resolution book cover image. Specifications: 300 DPI (dots per inch) in resolution and minimum 1 MB in size.

Note: *Renaissance* features one to four books per issue, four times a year and it may take a year or longer for your review to be featured.

Magical Moments

This section allows members to share their most amazing and rewarding moments in their career. Your query should **not exceed 300 words in length**.

Saluting our Senior Seniors'

The story must be about a member of RTO/ERO who is at least 80 years old. This section of *Renaissance* is a profile of RTO/ERO's oldest **living** members.

Complete articles can be submitted and should **not exceed 700-750 words** in length and they should be submitted in MS Word format by email.

These stories should discuss the career of the member and also describe what types of things the member likes to do in his/her spare time and give information about family life.

To create an iconic piece to honour the member, the images must be high quality with a minimum resolution of 300 DPI and 1 MB in size. If the images are not in a digital format, let the editorial team know when sending in the article and arrangements will be made to accommodate this.

ConnectED

ConnectED is devoted to providing readers a new or different perspective on technology. Topics range from social media (Facebook, Twitter, Pinterest, etc.), computers (PC & Macs), software, tablets, smartphones, digital cameras and discussing subjects such as blogging, privacy or online shopping. Your query should **not exceed 300 words** in length.

Leisure Time

We encourage members to send in original poetry, jokes, comics and puzzles to be featured in this department of *Renaissance*.

Images – Your best shot

We would love to use your best photos in future publications such as *Renaissance*, *Liaison* (RTO/ERO's newsletter), on our website, Facebook page and in other promotional materials for the organization. All photo submissions must be at least 5" x 7" in size at 300 DPI - pixels per inch resolution (minimum 1 MB file size).

Note: Submitting your material to RTO/ERO constitutes you agree that RTO/ERO cannot guarantee that writing and images will be published as received. We will try to incorporate as many viewpoints as we can.

If you have any questions regarding the guidelines contact us at renaissance@rto-ero.org or call 416-962-9463 in the Toronto area or toll-free 1-800-361-9888 ext: 224.