

## Submission Guidelines

### What is WyoFile?

WyoFile is an independent, nonprofit news service focused on the people, places and policy of Wyoming. We publish online at [wyofile.com](http://wyofile.com).

### Who are WyoFile's editors?

WyoFile's editor-in-chief is Dustin Bleizeffer, energy reporter from 2000-10 for the Casper Star-Tribune, covering the coal, natural gas and oil industries. Our managing editor is Ruffin Prevost, who worked from Cody as Wyoming reporter for The Billings Gazette from 2005-10.

### Does WyoFile buy freelance material?

Yes, we buy several stories and photos each year from freelancers. Our rates depend on several factors, and are negotiated on a case-by-case basis for each project, but they typically are higher than most comparable publications. Our goal is to pay well for great content.

### How can I get a story published by WyoFile?

We buy original works created for our readers, who are educated and civically engaged individuals who love the unique land, people and lifestyle of Wyoming. Browse our web site for an idea of the kind of in-depth, investigative and literary works we buy. Then pitch us your idea by sending a query letter that includes plenty of specific details and a brief outline of what you plan to write. Be sure to tell us why this story will be important and compelling to our readers, what questions it will answer and who you plan to quote. Include an estimated word count, a potential price, ideas for photos or other images and links to online samples of your writing.

### What about photographs?

We typically assign photographers to work with a writer on a specific story. We're always looking for Wyoming photographers, so please send us your contact info and some work samples. If you have an idea for a photo story, send us a query letter (see above) and some sample images. Your photos for WyoFile will automatically be included in our Flickr group. (We also recommend you contribute a few of your favorite shots, whether you took them for WyoFile or for some other reason.) Images in our pool are made available under a Creative Commons non-commercial share-alike license.

### What rights does WyoFile buy?

Because we are a nonprofit organization working in the public interest, WyoFile [shares our material with Wyoming news outlets free of charge](#). WyoFile stories and photos may appear in many publications after being posted on our site, but you will only be paid for their use on WyoFile.com. We may republish WyoFile stories and photos in printed books or other compilations of our material. Our single negotiated fee covers all of these uses.

## **What file formats does WyoFile require for submissions?**

We prefer electronic queries submitted as a .PDF or MS Word file. When submitting a story, please save it as a MS Word (.doc) or Macintosh Pages (.pages) file. It should include a suggested headline, your byline as you would like it to appear, a one-sentence bio line about you ("Jane Doe is a writer and rancher living in Sheridan") for the end of the story and your phone number and email address for our use. If you want your phone number and email address included in your bio line (which we recommend for reader feedback), let us know.

Photographs should be submitted as .jpg files at a resolution of between 2,000-2,500 pixels wide/tall at 150 dpi. All photos must have captions. Captions must be embedded in .jpg files following the [IPTC format](#) in the "caption" or "description" field. Google's free, multi-platform [Picasa software](#) can help you do this if you don't have software like PhotoMechanic or iPhoto. At the end of each caption, include your name in parentheses using this format: (Photog Name/WyoFile — click to enlarge). See our [web site for examples of caption style](#) and format.

## **Does WyoFile have a style guide?**

Generally, we follow Associated Press style, with some local/organizational exceptions. We will be developing a WyoFile style guide, but your copy should conform to AP style standards. AP style guides are available online and in bookstores.

## **Has WyoFile adopted a specific set of ethics rules?**

Though we have not yet developed a specific, comprehensive set of ethics rules or guidelines, WyoFile, like many newsrooms around the world, voluntarily follows the [Society of Professional Journalists' code of ethics](#). As the SPJ states, the code "is intended not as a set of 'rules,' but as a resource for ethical decision-making." Contributors are expected to disclose to editors any conflict of interest, potential conflict or even the appearance of one, and are encouraged to discuss any concerns or questions about ethics as soon as they arise.

## **How and when will I be paid by WyoFile?**

WyoFile pays upon publication, but contributors must first submit an invoice. We have a template we recommend you use to make sure we have the necessary information for processing your payment. Contractors earning more than \$600 in any calendar year will be required to provide a taxpayer ID number and address for 1099 reporting as required under federal income tax laws. When properly invoiced, we typically issue payment checks within 30 days of publication.

## **Who do I contact for more information or to pitch to WyoFile?**

Contact editor-in-chief Dustin Bleizeffer in Casper (307-577-6069 or [dustin@wyofile.com](mailto:dustin@wyofile.com)) or managing editor Ruffin Prevost in Cody (307-213-9321 or [ruffin@wyofile.com](mailto:ruffin@wyofile.com)). To receive our newsletter, send a note to [editor@wyofile.com](mailto:editor@wyofile.com) or sign up on our web site.