

One-page purchase in Transfer Times Ad/Story/Photo Guidelines ("Spec Sheet")





A one-page purchase in Transfer Times includes a half-page AD and a half-page STORY – a total of one complete page.

HALF-PAGE AD:

Ad sizes should be one of two following sizes:

- A. 10" wide by 6" tall (horizontal half page) - OR -
- **B.** 5" wide by 11¼" tall (vertical half page)

We will make exceptions for the Spring 2016 edition if you want to reprint your ad from Fall 2015 Transfer Times.

Final ads should be provided in PDF or TIFF format – 250 DPI.

HALF-PAGE STORY:

E-mail your story as a simple **Word document, no columns**. The story can be **NO MORE than 500 words** for a half-page (400-500 words work best.)

You **may include one image** with your story, and our designer will see if it will fit with your copy layout. For a 1 column image, deduct at least 100 words. For a 2 column image, deduct at least 200 words. Please no more than one image.

Image Requirement: *Photos/infographics must be TIFF or jpg format at least 250 DPI and in a size as large as its final use.*



YOUR CONTACT INFORMATION:

The following contact information will appear at the bottom of your Transfer Times page (L-R):

- Department/Office name for handling transfer students
- address for that office
- City, State, Zip
- phone number
- e-mail
- website

FIND OUT MORE/ CONTACT INFORMATION:

WSU students.

Find out more. To find out more about transferring to Winona State, visit **www.winona.edu/admissions**. Visit our beautiful campus and meet

our students and faculty by going to the website or calling **1.800.DIALWSU**.

may apply for the many talent, inclusion and diversity, alumni and academic scholarships available to all

We include this info icon on the bottom of each article to indicate a place that you can go to for more information, a contact, or a bold statement that you would like to include about your college. Feel free to include this as part of your article when you submit copy to us.

TRANSFER TIMES ADVERTISER CHECKLIST:

Get approvals for ad and article before submitting on <u>Dec. 1</u> (or sooner if ready)

Remember to proof copy in both article and ad

Fill in contact information for footer of your page:

- Department/Office name for handling transfer student:
- Address for that office: ______
- City, State, Zip: ______
- Phone number: ______
- Email: _____
- Website: ____

Who should receive final proof of your page (via email)?*

- Name: _____
- Email:

*Note: Proofs will be emailed to you the week of Dec. 14 and will need a 48-hour approval turn-around.

UPLOAD INSTRUCTIONS:

Upload the following to this dropbox link by <u>Dec. 1, 2015</u>:

https://www.dropbox.com/request/scJF4wt3T68UAtPnw8j6

(You do not need a Dropbox account to upload to this link)

Ad (PDF or TIFF format – 250 DPI)

- Article (Word document)
- Photo or infographic (if desired)

This PDF, saved with your information entered above

Questions? Contact Rachel Schaar at **Rachel@transfertimes.com** or **414-831-0184**. Note: Please submit your FINAL ad and article to us. It is your responsibility to proof copywriting and ad artwork before sending it to us.