

Steps for submitting content for the Calgary Journal

All journalism students (regardless of your year in the program) are encouraged to submit their journalism content to be considered for publication in either the Calgary Journal print edition, or Calgary Journal Online (calgaryjournal.ca).

There are approximately 200 students in the program, which means we could have thousands of stories filed each semester, either as text files, photo files, video files etc.

You may only file your stories (including text, photos, illustrations, audio/video) if one of your professors has reviewed your work and given you the specific permission to do so.

Submitting and uploading your content

You may upload on-campus or off-campus, from a Mac or PC

Go to jtimes.ca/submit (you can also access this through a link on your course Blackboard site)

Login with your mymru.ca username and password (eg. kmart452)

The 'Logged in as:' field should be your mymru username – leave this as is.

Fill in the entire form - all fields with the red asterisk are required fields (everything but 'additional notes to the editor'). You will not be able to move forward unless you fill in all these fields.

Click 'Continue,' review the information then click 'Information Correct.'

You will be directed to this page where you can upload all the files related to your story:



Heads up! You must upload one or more file(s) before submitting. Click on **"Add files"**



Click 'add files' and navigate to your files. Hold down the 'Shift' key to highlight multiple files at once.

Ok! you have added your files, now click on "Start upload" when ready

+ Add files... Start upload Cancel upload Delete Submit

	ART files_cropped.jpg	271.67 KB	<input type="text"/>	Start	Cancel
	InternationalCertificate_PR.pdf	387.93 KB	<input type="text"/>	Start	Cancel
	robots.txt	0.03 KB	<input type="text"/>	Start	Cancel
	WrittenRecordBanner.jpg	63.89 KB	<input type="text"/>	Start	Cancel

Click 'Cancel' if you have chosen any files by mistake, then click 'Start upload'

Once complete, you will see this page:

Well done! Files have been uploaded click on "Submit"

+ Add files... Start upload Cancel upload Delete Submit

ART files_cropped.jpg	271.67 KB	Delete <input type="checkbox"/>
InternationalCertificate_PR.pdf	387.93 KB	Delete <input type="checkbox"/>
robots.txt	0.03 KB	Delete <input type="checkbox"/>
WrittenRecordBanner.jpg	63.89 KB	Delete <input type="checkbox"/>

Click 'submit' and you are done!

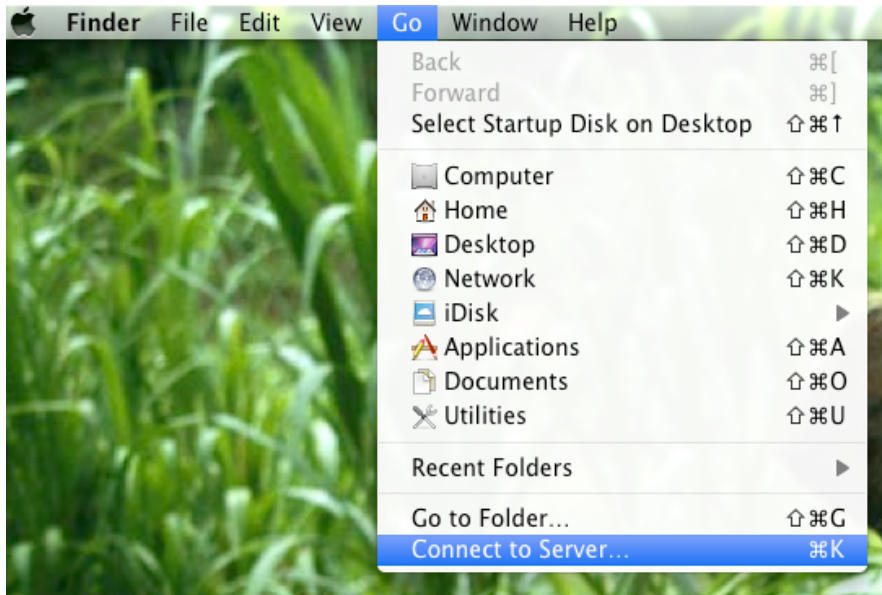
Checking content on the server

As a content-contributor, you will not be able to edit or move files that are on the server (only editors can do this). You can, however, connect to the server to see your files. In order to connect to the server you will need access to the ACOM1 server. This can be done from home and from MRU from Macs and PCs.

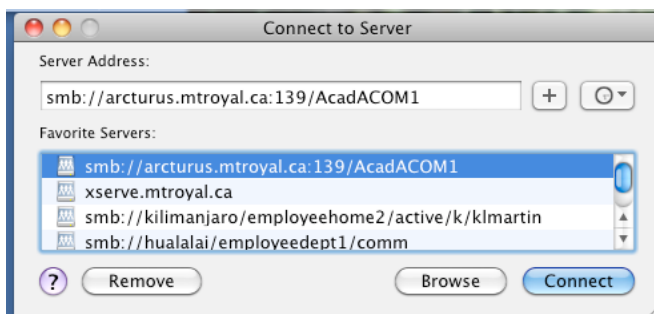
Connecting from MRU

From Newsroom/Mac Labs

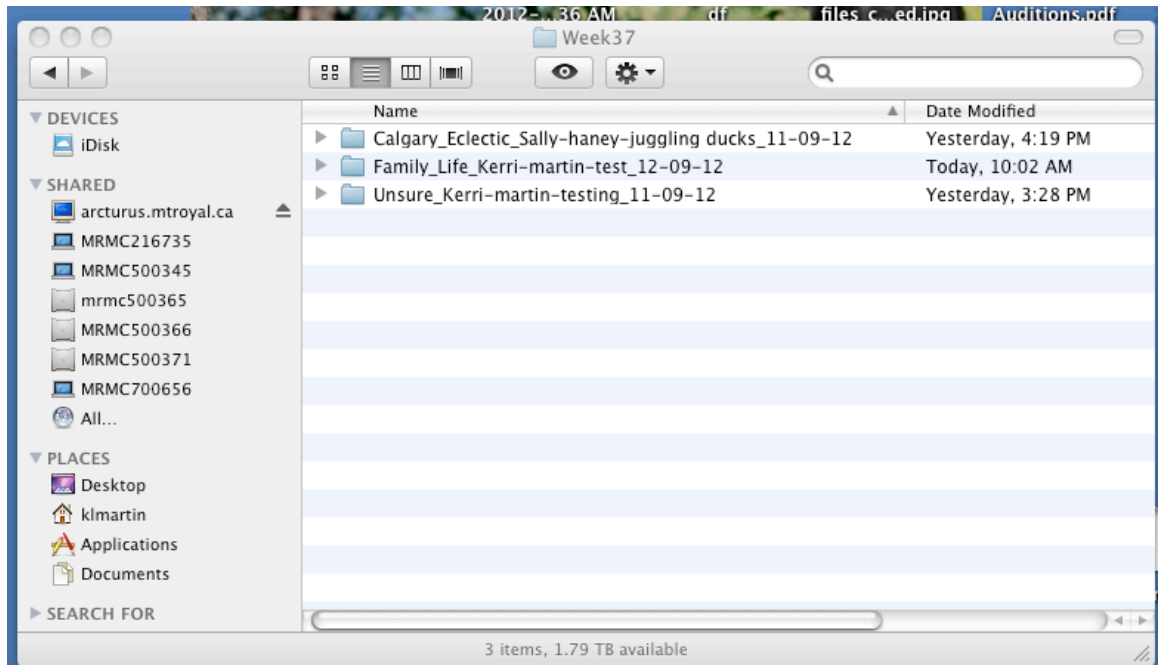
- On a Mac, choose “Go,” then “Connect to Server”:



- Choose: `smb://arcturus.mtroyal.ca139/AcadACOM1`



- Login with the username and password that you use to login to MYMRU.
- Click on the ‘publications’ folder, then ‘JournalSubmit’
- Submitted files will be organized by week – the current week will be the last in the list.
- Click on the appropriate week and you will see folders for all the submitted material with the following naming conventions: `Category_name_slug_date`



- Double click on your folder to open and review the contents.
- For stories claimed by the online group, you will see a _O at the end of the folder name. For print you will see _P. For both groups, you will see _OP.

From a PC or Connecting remotely (ie. from home)

Go to MYMRU.ca and login

Student resources >> remote file access:

Remote File Access

[View my Student MRU Files](#)

The MRU Secure Access SSL VPN provides web access to the Active Directory files. When a user logs into the Secure Access SSL VPN they will have access to the same drives they have access to on campus. Users can upload or download files to the drives, (one file at a time).

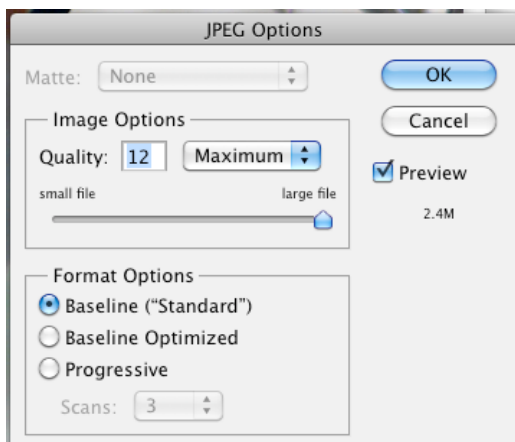
Click View my Student MRU Files – you will be asked to login again with mymru username/password.

Choose ACOM >> then ACOM1.

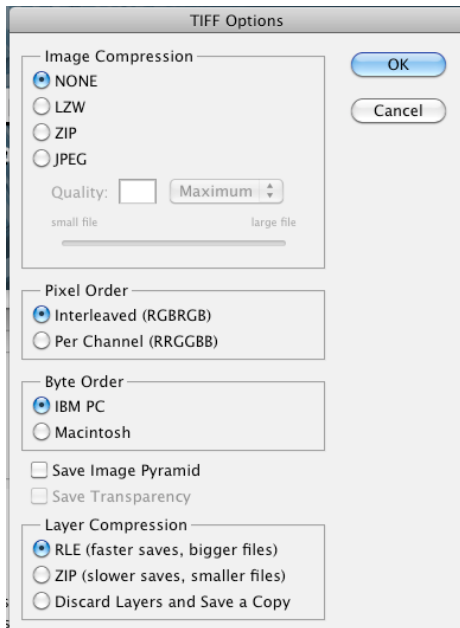
Format Guidelines for Content Elements

Text files – should be in .doc or .docx using the story structure outlined by your professor.

Photos – all photos should be the highest quality JPEGs – do not submit RAW files. Most cameras will produce JPEGs. If you need to convert the image to a JPEG or TIFF, use PhotoShop: Go to File >> Save As >> choose JPEG, and choose the highest quality settings:



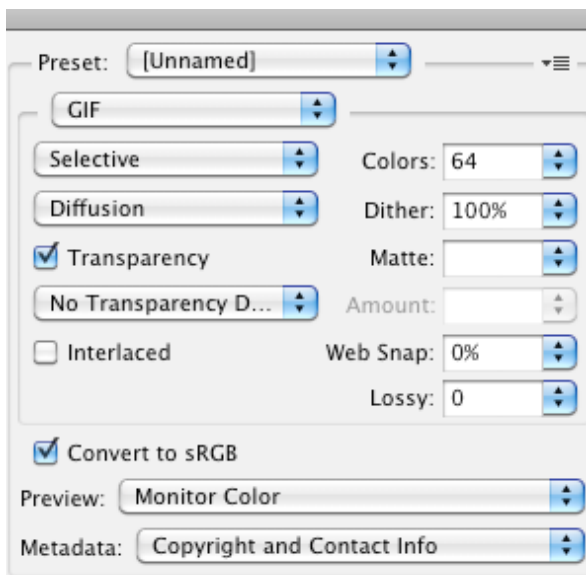
OR choose TIFF



You can submit 4 – 6 images to give the editors options for publishing. Do not submit more than 6 unless otherwise instructed (for a photo gallery/essay).

Every image needs to have a cutline and byline associated with it. Include cutlines in a Word Document.

Graphics – Illustrations or info-graphics should be saved in .GIF format. Do not submit the original file (in .ai or .psd format). In Illustrator or Photoshop, Go to File >> Save As >> choose GIF. Leave all the default settings as is:



Cutlines - Submit a .doc file called 'yourname_cutlines' identifying each image file name and the associated cutlines, also known as captions.

Video Files – H.264 (as per current guidelines for exporting any Journalism video project using Premiere Pro)

Audio Files – MP3 (as per current guidelines for exporting any Journalism Audio project using Premiere Pro), or WAV

***NOTE** – Video and Audio files should always be accompanied by a text file that includes a suggested headline, deck, and short written article that covers the 5 Ws of the story. This story can be short, but it is necessary. Also include runtime (how long is it in minutes/seconds) and names of the producers. No Video or Audio Clips will be published without this information.