



How to enter or upgrade your information on AMW's web site,
www.arizonamysterywriters.com

Information updated 8/23/14

Member Bio:

Write up a brief bio in **200 words or less**. Make it friendly and interesting. Look at the web site to see what others have done. You can mention your recent publications, but it might be better to list them separately in the Publications list (see below). It's okay to provide a link out to your personal web site.

Head Shot: You can include a photo of yourself with your member bio. Maximum size is **300 x 300 pixels**. 250 x 300 is a nice ratio. Pictures smaller than 100 x 100 generally don't show up well. If you don't want to show your face, you can submit instead an avatar image (a picture to represent you).

Publications:

Describe each publication in 200 words or less. You can include ordering information, reviews, or links to other web sites. Each publication description should state the publication's title and the author's name.

Cover Shot: Include a photo of your book cover or story's or article's front page. Maximum size is 300 x 300 pixels. Each publication image will participate in the rotating slide show at the upper right of the web page.

News:

Describe your mystery-writing news event in 200 words or less. Appropriate news includes publication announcements, contest wins, workshops attended, book-signings, agents landed, contracts signed, reviews received, manuscripts finished, and so on. Include the basic information of what, who, when, and where. You can include a photo of the event with your news announcement, max size 300 x 300.

Appropriate news events are reports of things that happen to you. News events that do not involve you personally, such as general news or opinions about the writing or

publishing industry, should be posted on Facebook (www.facebook.com/ArizonaMysteryWriters).

Your news will appear in the “NEWS” section of the website, at the top of the stack, and will slowly sink down under more recent news until it finally ends up in the Archives.

Comments:

Anyone can leave comments on the announcements of others. A “Way to go!” is always appreciated. A book review or endorsement is deeply appreciated by an author.

Rules for Posting and Updating on www.arizonamysterywriters.com

Only paid-up AMW members may post or update a member bio, a publication, or a news report. If membership lapses, posted material is taken down.

Anyone can comment on things posted on the site. Comments are moderated for appropriateness, so it takes up to 24 hours for a comment to appear after it is submitted.

Please don't submit copyrighted material unless you own the copyright.

The Communications Chair will not edit your information except: 1. Submitted text will be cut off at 200 words, and 2. Submitted large graphics will be cropped to 300x 300 maximum.

To update your information, submit a whole new copy to replace the old copy. The Communications Chair will not do edits for you.

Text submitted must be in plain text, (.txt), rich text (.rtf), or Word (.doc or .docx) format. If you use a Mac, save your text into one of those formats before you send it. There is no guarantee that fancy formatting will be preserved, as the Communications Chair will convert it all to web-compatible form.

Graphics submitted must be in .jpg or .pdf format. Other formats may be possible but that would have to be investigated.

Submit your information to the Communications Chair (amwcommschair@gmail.com). Don't forget to identify yourself so we know who you are!