**SUBMITTING:**

*First, SAVE DOCUMENT as per Headline.*

*Once completed, please spell-check and delete unused pages*

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*then submit via email to* [publications@mx5.com.au](https://d.docs.live.net/5221714a0132f79a/Club%20Torque%20Files/publications@mx5.com.au)

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| **Author:** | *First name, surname, chapter, member, guest* |
| **Date:** | *00/00/0000* |
| **Club news hyperlink:** | *As per the Club Website Hyperlink in Club News* |
| **Attendees:** | *Who came? A Complete list, please.* |
| **Chapter:** | *List organising Chapter only or All Club Event* |

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| **Headline:** | Same as Club News maximum 10 words |
| **Copy:** MAX 2000 words | *Write your story in Word and please spell-check.*  *Never use unbecoming language* |

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| **Image 1 filename:**  Attach to email  JPG, PNG, TIFF, GIF, EPS, AI, PSD, BMP, MOV, MP4 | *By adding your images, you accept that the subjects have given their permission for print in Club Torque* |
| **Image 1 description** | *Describe the photo in detail for Photo-Caption insertion* |
| **Image 1 Photo credit** | *First name, surname, chapter* |

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