

Submission Guidelines for Newsletter and Announcements

From Bear W. Qolezcua, Director of Communications (news@austinuu.org)

Please use the following guidelines when submitting content for the newsletter, print/online announcements. This will simplify editing so that I have more time to provide you with better publications. **We reserve the right to refuse any submission not abiding by these guidelines.**

Deadlines for submissions:

Weekly announcements are due every Wednesday, end of day.

Newsletter submissions are due on the 15th of every month, end of day.

Please honor these deadlines, as late submissions significantly delay the editorial and layout process. If you are expecting a delay, let me know as soon as possible.

Please note: We can only publicize announcements that are related to the church in the order of service, and non-church related events are included only by request and ministerial approval in the newsletter.

- Check your submission for basic required information. I.e. if it's for an event, please ensure that it includes the date, time, and location.
- Some announcements require more detailed description. If yours does, please provide as much information as needed so that I can include it. Please keep descriptions concise and to the point.
- If your submission needs multiple consecutive printings, please follow these instructions:
 - If the info in consecutive submissions will stay the same for the duration of its printing, then it only needs to be sent once with a final end date.
 - If the consecutive submissions need updated information in the duration of its printing, please send that info to me on a weekly basis. **If you do not send this updated info, we reserve the right to cut the announcement for that week.**
- Please copy-edit your own work before submitting it. This includes checking for spelling, punctuation, grammar, formatting, and general readability.
- **Please** do not double-space after sentences.
- When using acronyms, the full name should always be provided first.
- **First UU should always be abbreviated as such, not as FUUCA or 1st UU.**

Please note these additional guidelines for newsletter submissions:

- Articles (especially long ones) should always be **attached** in an email and saved in .doc or .docx format. Please avoid sending PDFs if possible.
- If you would like to include a picture in your article, it should be separately attached, not in-line text within the email or attached document. Pictures need to be as large a size as possible (no compression or reduction of size through email if possible... if necessary send as a google drive link for large file sizes) and the highest resolution possible in **png**, not jpg, format for photography or graphics, or in **Adobe Illustrator (.ai)** file format for graphics and logos. These provide the highest quality for use.
- Newsletter article length may be reduced for space but the changes will be requested by the editor for the contributor to complete. ***If after a reasonable time the request for reduction in the article's length goes unanswered I will trim the article using as much discretion as possible to ensure that the necessary/pertinent information is intact.***
- Articles with multiple paragraphs should have **no indents**. Separate paragraphs with a single paragraph break.

Thank you very much for your understanding and cooperation! Please email me at news@austinuu.org if you have any questions on these guidelines. I look forward to working with you on future collaborations!

Please check <http://austinuu.org/wp2013/submission-guidelines> periodically for further updates.
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