

Revised and Revisited STM Parish Bulletin Guidelines
updated August 2011

Submission Deadline: It is essential that we receive copy no later than **5:00PM on Wednesdays**. Occasionally the deadline will change due to holidays. Sufficient notice will be given when this occurs.

Communication: Submit your information and articles to **STMDarienNews@aol.com**. Please do not send articles to a personal email address in case someone other than the editor needs to access the account.

Website: The bulletin is also transmitted to our website **www.stmdarienct.org** every Thursday, so you can easily see your submissions before the bulletins are printed and delivered.

Format: Our bulletin format is clean and consistent to promote a readable and organized layout. Here are some **Tips** for making your submissions easier to edit:

- 1) **Attach documents to email.** Send Microsoft Word (.doc), Mac Pages or Excel documents with embedded artwork of your choosing. OR
- 2) Simply send your article in the body of an email and attach the artwork files.
- 3) **Our font design** is Gill Sans MT, 10pt, plain for the body of all articles. If you have access to that font on your system, feel free to use.
- 4) **Insert or attach artwork** to your submissions. We often times have extra space to be filled and if you provide the artwork it saves time and guesswork.
- 5) If your article is to be **rerun** over several weeks, please send an email before the deadline requesting the rerun. Only resubmit articles if there are changes.
- 6) Don't forget to send **follow-up articles**. Submit articles and pictures **after** the event to let people know what they missed!
- 7) **Proof your article.** Please spend an extra moment re-reading your article for spelling, punctuation, spacing and grammatical errors.

Here are some things to **avoid**:

- 1) **Using ALL CAPS** in your headings, as they have to be retyped to match our large/small caps design in our article headings.
- 2) Sending documents with **columns**. Simply send your list of names and columns will be created to fit our bulletin format.
- 3) Sending **PDF files**. Adobe PDFs are snapshots of other documents and text recognition is a labor intensive process.

Please keep these guidelines handy and thank you for using them!