

Dragon's Fire Newsletter Submission Guidelines

The purpose of *The Dragon's Fire* is to keep The Center School community informed about issues relevant to Center School students and their families. *The Dragon's Fire* is sent to TCS parents, guardians, students, and staff.

The Dragon's Fire is published every Sunday during the academic year. The deadline for submissions is 5 pm Friday. Please send submissions to *Dragon's Fire* editor at dfsubmitarticle@gmail.com.

When submitting items for inclusion in *The Dragon's Fire*, please consider the following:

- **Brevity:** We aim to condense a lot of information into a publication that will not be too daunting for busy community members to read. Please try to be as succinct as possible while including all pertinent information (who, what, where, when, why) in the body of your email. The editor will cut and condense text as necessary.
- **Privacy:** Seattle Public Schools' policy dictates that students' surnames not be published on school websites or in school publications intended for the public. Because archives of *The Dragon's Fire* are available via the TCS website, and because members of the general public can access our newsletter, we must abide by this rule. While we love photos of student activities, we cannot publish photos of students without parental consent. When submitting photos, please include the names of all students pictured so we can clear photos for publication. We do not publish student email addresses.
- **Accuracy:** Please double-check to ensure that phone numbers, web addresses, and the spelling of names are correct. We are not responsible for incorrect information that you provide.
- **Relevancy:** *The Dragon's Fire* is intended as a school publication; therefore, we will only publish items in the main body of the newsletter that are directly related to TCS. However, we are happy to include announcements about non-school events involving TCS students (e.g., plays, musicals, etc.) in the Community section, provided the announcement is informational rather than promotional. We also may publish announcements for outside businesses and organizations in the Community section, provided the editor decides the announcement would clearly be of interest to TCS families and staff.
- **Attachments** should be PDF, jpeg, or png. Please include attachments with your submission email. We cannot include graphics embedded in other types of files.
- **Timing:** We typically run pieces for three issues or until the date of the event has passed. If your event is more than three issues out, we might hold your piece until closer to the event.

All submissions are considered on a case-by-case basis, and notification of whether or not we choose to publish a specific submission will not be provided.