Newsletter Template and Tips

Items for the newsletter should be submitted "copy ready" to permit quick insertion by the newsletter team. All newsletter submissions must be related to USNH or one of its committees, task forces, etc.

Format for items that include events:
Heading
Day, date, time   (if the event is regular, e.g., second Tuesdays, specify)
Location
Brief description, left justified, 100 word limit (see below)
Make USNH committee sponsorship clear and Include contact information for questions, as appropriate.

Other announcements should be limited to 100 words.

Because our newsletter is sent to more than 800 people and is then publicly available on our website, please consider **privacy and security issues** for all items. It is often preferable to provide a contact through which someone can get a Zoom meeting link than to include the link in the newsletter.

Tips and things to check before submission:
- **Click on ALL the hyperlinks** to make sure they are active and correct.
- Are there **useful hyperlinks** you would like to add? If you are referencing another organization, adding a hyperlink to its webpage to its name makes it easy for readers to find out more about that organization.
- Can you make this item shorter? Shorter is always better. Text descriptions should be **no more than 100 words** – additional information should be included in an attached document that can be linked from the newsletter. You may be asked to condense or rewrite your item according to these specifications if it is too long. If that is not possible in time for newsletter publication, your item may not be included.
- We will adjust to newsletter specs, but please send your item **using only one font.**
- Please include the **section of the newsletter** in which your item should appear, e.g., Social Justice News, Pastoral Care and Mental Health, Events, Special Announcements.
- Please indicate how many weeks you would like your item to appear. Typically, an item should appear in **no more than three issues** of the newsletter.
- **Consider asking someone else on your team to proofread, edit, and possibly condense your submission.** A concise and copy ready item submitted late (i.e., on Wednesday) is easier to handle than an item submitted on Tuesday that is then revised.
- If you are including verbatim text from another source, please share that source (url).
- The **submission deadline** is Tuesday before the Thursday publication date. We try to be flexible, but items submitted on Thursday may not make it into the newsletter.

Newsletter editors make final decisions over what is included in the newsletter.