

Franciscan Sisters of Allegany, NY
E-Newsletter Submission Guidelines

Text

- Text should be submitted either in the body of the submission email or attached in a Microsoft Word document (.docx).
- The maximum length of a submission should not be more than 5 paragraphs.
- If the text is on the shorter side, please consider submitting a picture to accompany the article. (We encourage submitting pictures!)

Pictures

- Pictures should be submitted in .jpg file format.
(Pictures taken on cell phones are in this format by default.)
- Pictures should be attached to the submission email.

Additional Information

- Whenever possible, please include links a reader could use to access more information on the topic.

Links could include: an organization's website, a longer article on the topic, or other related information of interest

- Links should be submitted in the body of the submission email.
- Having the link to the original source is highly recommended if the article was written by someone else.

If you have any concerns or questions about submitting your request, please contact us at fsa@fsallegany.org