

ALONG THE WAY NEWSLETTER SUBMISSION GUIDELINES

Episcopal Diocese of Western North Carolina

Our weekly diocesan newsletter shares:

- **Diocesan-wide announcements**
- **Parish events**
- **Job openings**
- **Camp & Conference Center news**
- **Stories & events from the wider Episcopal Church**
- **Occasional relevant WNC community news**

 **Newsletter Release:** Wednesdays at 5 p.m.

 **Submission Deadline:** Mondays at 12 p.m.

Late submissions will be considered for the following week's edition. All submissions are subject to editing at the discretion of the Missioner for Communications.

EVENT SUBMISSIONS

1. Event or Announcement Details

- **Title** (clear and concise)
- **Brief description** (1-2 sentences)
- **Date, time, and location**
- **Link &/or PDF or DOC with full information** (to a webpage, Facebook event, or news article)

2. Image or Graphic (*required*)

- **File format:** .png or .jpg
- **Dimensions:**
 - Square: **400x400 px**
- **Graphic Guidelines:**
 - **Simple & clean** (no extra imagery or text beyond the event title)
 - **No QR codes, links, or detailed info** (these belong in the text submission)
 - **Logos or basic photos are acceptable**
 - If graphics don't follow these guidelines, they will be pushed back to the submitter to edit accordingly.

Submission Limits & Frequency

- Each church or organization may have **only one submission featured at a time** in the newsletter.
- **Recurring events** will be highlighted **a few weeks before they begin** and then removed.
- **Reminders for recurring events** can be published **once per month**.

 **Submit your content to:** katie@diocesewnc.org

STORY SUBMISSIONS

Do you have a compelling story to share? Our Missioner for Communications may interview key individuals and write about **new ministries, church history and anniversaries, renovations, innovations, donations, and other ways your parish is sharing Christ's love in the world.** Be creative!

✉ **Have an idea?** Contact Katie at katie@diocesewnc.org.

You may also submit a **completed article** for consideration.

Submission Requirements

1. Story Details

- **Short description** (*about 50 words*)
- **Link to a published article** (*on your website, a newspaper, ENS, etc.*) **OR**
- **A PDF of a written article** (*Publishing online is strongly recommended.*)

2. Image or Graphic (*required*)

- **See guidelines above**
- **Must have explicit permission for use**
 - Recommended sources for stock images: **Canva, Unsplash, Pixabay**

3. Publication Policy

- **Stories can be published on the diocesan website.**
- **We do not publish upcoming parish events** on the website.
- Major anniversaries or new events with a **large community impact** may be considered at the editor's discretion.

Content Guidelines

✔ **Relevance:** Submissions must relate to **the Diocese of WNC, its parishes, or the wider Episcopal community.**

✔ **Editorial Discretion:** The Missioner for Communications may edit or decline submissions as needed.

✔ **Photo Permissions:**

- Submitters are responsible for ensuring **photo usage rights.**
- The **Diocese of WNC is not liable for unauthorized image use.**
- No **inflammatory, explicit, or promotional** content.
- Questions about content suitability? **Contact the Newsletter Editor.**