

# Newsletter Submission Guidelines

## The Episcopal Diocese of Western North Carolina

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The Episcopal Diocese of Western North Carolina is dedicated to celebrating the stories and events taking place around the diocese and beyond. We do so with two newsletters:

Our **Weekly Diocesan E-news** is focused on sharing important diocesan-wide announcements, camp and conference center news, and events and stories from the wider Episcopal Church. The newsletter is released to the diocese weekly at **5PM on Wednesdays**.

Our Parish News and Events is aimed at sharing important parish events, announcements, and stories with the wider diocese. This newsletter is focused on sharing parish events open to the whole diocese and exciting parish-wide announcements. This newsletter is shared with the diocese bi-weekly at **5PM on Thursdays**.

### **NEWSLETTER SUBMISSION GUIDELINES:**

#### **CONTENT GUIDELINES:**

1. Your submission must be relevant to the Diocese of WNC and its parishes or the wider Episcopal community. The newsletter editor has the right to eliminate submissions at their discretion.
2. Photos **MUST** be submitted with explicit permission. If a photo is submitted that does not have the usage rights ensured, the Diocese of WNC is not responsible for its improper usage and the submitter will be accountable.
  - a. Recommended resources for stock images: [Canva](#), [Unsplash](#), [Pixabay](#)
3. The Diocese of WNC does not accept submissions that are inflammatory, explicit, or aiming to sell products. If you have a question about whether your submission is appropriate, please contact our [Newsletter Editor](#).

#### **STYLISTIC GUIDELINES:**

Diocesan newsletters are graphics-based and include short, 1-2 sentence descriptions with a link to “Read More.” [Click here to see an example of this format](#). For easiest editing, we request, if possible, submissions in the following format:

- Photos/graphics in SQUARE or 1:1 dimensions
- A short, 1-2 sentence description prompting readers to click to read more
- A web page, document, or graphic we can link to for readers to learn more