

## **ENEWS SUBMISSION GUIDELINES FOR THE EPISCOPAL CHURCH OF WESTERN NORTH CAROLINA**

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 our Weekly Diocesan E-News.

Our **Weekly Diocesan E-news** is focused on sharing important diocesan-wide announcements, parish events, job openings, 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**.

Your submission will be considered among the many submissions received each week. It must be submitted by **5PM on Tuesdays** in order to go into the current week's E-News. Otherwise, it will be considered for the following week's E-News. Below are the requirements for submission:

### **NEWSLETTER SUBMISSION GUIDELINES: 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:

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

### **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](#).