ALONG THE WAY NEWSLETTER
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 newsletter, *Along the Way.*

Our **weekly diocesan newsletter** is focused on sharing important diocesan-wide announcements, parish events, job openings, camp and conference center news, events and stories from the wider Episcopal Church, and occasional relevant WNC community news/events. The newsletter is released to the diocese weekly at **5 p.m. on Wednesdays**.

SUBMISSION DEADLINE: 5 p.m. TUESDAYS
Your submission will be considered among the many submissions received each week. It must be submitted by **5 p.m. on Tuesdays** to go into the current week's newsletter. Otherwise, it will be considered for the following week's edition. Below are the requirements for submission:

SUBMISSION GUIDELINES

PHOTOS
Along the Way is a graphics-based newsletter, so a photo/graphic must be submitted with **every entry**, or the editor may choose a stock photo to run with your submission.

We kindly request the following format for photos/graphics:
1. Accepted file formats: .png or .jpg
2. Best dimensions: Square (400x400 px) or Horizontal (600x400 px)
3. File size: no bigger than 2 MB

STORIES
To submit for the stories section, please provide the following:
1. Quality photo (see guidelines above)
2. Short description (50 words or less)
3. Link to a written article (may be published on your website, a newspaper, ENS, etc.) OR a PDF of a written article. (We strongly recommend publishing your article!)

Note: We can publish written articles about your parish or ministry on the diocesan website. **We will NOT publish articles about parish events on the diocesan website.**

Our editor also considers story requests to be written by Diocesan Communications. Just send our Missioner for Communications a short email describing the story and they will discuss it with you.

See our **Content Guidelines** below for more information.

EVENTS

To submit an event, please provide the following:

1. Quality photo (see guidelines above)
2. Title and subtitle/short descriptor
3. Date, time, and location of the event
4. A link to an event page on your website, Facebook, or news article about event.

Examples:

PubSing
Gospel Jam & Sing-Along

Sunday, Aug. 13 |
5–7 p.m. |
Zillicoah Beer Company

More Info

DEACON'S TEA

Deacon's Tea Part 2
Speakers to be local authors of color

Saturday, June 10 |
1–4 p.m. |
St. Matthias, Asheville

RSVP

Taizé Service
First Sundays each month

Sunday, June 4 |
7 p.m. | Grace in the Mountains, Waynesville

More Info

LGBTQ+ FAMILY DAY
JULY 8TH 10AM-4PM

LGBTQ+ Family Day
Activities for youth, children, and families

Saturday, July 8 |
4 p.m. |
Lake Logan

Get Tickets

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. **Stories** might be about a particular ministry, something special that your church/organization has started doing recently, becoming beloved community, the history of your church, etc. We can publish stories on our diocesan blog, but we will not publish articles about **upcoming** parish events. Exceptions to this rule are at the discretion of the editor, most often made for big anniversaries or new events with a large community impact.

4. 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.