

**Church of St. Michael**

***The Angelus* E-Newsletter Writers Guidelines**

**1-14-11**

Publication Information:

- *The Angelus* E-newsletter will be published on the first Thursday of each month, with the exception of January (2nd Thursday)

Submission information:

- 2 contributed stories will be accepted per issue:
  - Human interest story
  - Parish program/ministry story
- Stories contributed by parishioners will be given priority
- Stories about programs/ministries that have not yet been featured will be given priority
- List of story ideas available upon request
- If you would like to contribute a story to *The Angelus*, please contact the Editor in Chief/Director of Communications at least 2 full months before the intended date of publication ([hwoldum@stmichael-pl.org](mailto:hwoldum@stmichael-pl.org)). Stories may still be scheduled later than 2 months in advance if space remains available, but this is not guaranteed.

Submission requirements:

- Contributing writer must have story approved by Editor in Chief/Director of Communications
- Word count: 500 words or less (up to 700 words with permission of Editor in Chief/Director of Communications)
- **Draft of submission** is due to Editor in Chief/Director of Communications **at least 2 weeks before publication date**
- Comments and/or edits will be provided within 1 week of draft submission
- **Final submission** is due to Editor in Chief/Director of Communications **no later than 1 week before publication date**
- At least 1 digital photograph or graphic is required with submission. Photographs and graphics must be submitted as .jpg files
- Submissions and photos/graphics must be emailed to [hwoldum@stmichael-pl.org](mailto:hwoldum@stmichael-pl.org)
- Final edits will be made by Editor in Chief/Director of Communications

Thank you for your interest in contributing to *The Angelus* E-Newsletter!