WISH TO SUBMIT AN ARTICLE FOR
YOUR COMMUNITY NEWSLETTER?

Quarterly updates and information for the residents of Appleby and Santon District

Who can submit an article?

Anyone irrespective of age who lives in the Appleby / Santon Parish

Subject?

Anything as longs it is relevant to the District either from individuals or recognised groups

Who to send your work to?

All copy to be emailed in either Word or Pages format to: communitynewsletter@icloud.com

Any type of graphics / illustration can be catered for preferably in JPEG format though other formats can be used. Remember the publication for now is in black and white so if you want to add a photo to see how it looks please change it to B&W (your photo software should have this facility), if you are happy with it send the colour copy with your article .

Guide to article length

- Brief   25 to 40 words
- Short   70 to 80 words
- Medium   90 to 130 words
- Long   120 to 160 words

- Medium Feature up to 180 word
- Long Feature around 320 words

If including a photo / graphics reduce number of words by around 15%

The compiler will if necessary edit the length returning a suggested copy to you for comments prior to publishing. Inclusion in the newsletter is at the absolute discretion of the compiler / editor

Tips

Try to make your copy light, newsy, informative reflecting the subject of your topic Remember it's your opportunity to tell the Community about how important or exciting your topic is.

If your article is on behalf of a group in your first or even later contributions in the opening you may want to give a brief overview of what your groups objectives / aims are. Likewise it may be helpful when closing if you could include the dates / time and venue for any up and coming event / meeting.

Dates for your copy:

Copy Date Deadline	Print Date	Distribution date
2 July 2014	16 July	18 July
16 September	30 September	3 October
18 November	2 December	5 December
17 February 2015	3 March 2015	6 March 2015