



ANGLICAN DIOCESE OF PITTSBURGH

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Newsletter & Website Submission Guidelines

Purpose – The purpose of Diocesan Communications is to share information and resources that are beneficial to the common mission of the Church. The office of the Director of Communications, in concert with the Ecclesiastical Authority of the Diocese, retains the right to discern what fits within that purpose.

Acceptable Submissions – Content submissions are only accepted from clergy, congregational leaders or partner organizations. Submissions must serve the previously stated purpose to be included. Submissions that will not be accepted include, but are not limited to, parishioner honors (e.g., college acceptance, military honors, sporting achievements) and business promotions.

Length - Any length is acceptable. If something is longer than two paragraphs, the full announcement text goes on our blog and an excerpt goes in the Weekly Newsletter. The Diocesan Staff reserves the right to choose the excerpt. Decisions are based on what will entice our readers to click, knowing the long history of what they've clicked on in the past.

Acceptable Formats - Word file or email text is acceptable. PDF is less preferable. Pictures or graphics are always welcome, as large a file size as possible. Bigger photo sizes are always better.

Editing Process – The diocese works with a professional book editor in our diocese who volunteers a few hours a week to copy edit what public-facing materials, including submitted announcements.

Deadline - Deadlines are dependent on length of the piece. If not met, the piece is not guaranteed to run that week & may be pushed to the next week. These deadlines are designed to provide time for our volunteer editor to do her work.

- 1-2 paragraph pieces - Deadline is 2:00 pm Wednesday the week the announcement is to run in the newsletter.
- 2 paragraph - 1.5 pg. pieces - Deadline is 2:00 pm Monday the week the announcement is to run in the newsletter. Earlier guidelines on length apply.
- 1.5+ pg. pieces - Deadline is 2:00 pm Wednesday the week before the announcement is to run in the newsletter. Earlier guidelines on length apply.

Newsletter Runs - Every piece that is submitted runs in the top half of the newsletter the first week it's published. The next week, it runs in the bottom, In Case You Missed It half. It is best for our readers that there are no more than 4-5 items in one half, depending on length. This also helps our congregations and partners who submit information to prevent their announcements from being lost. If there are more than 4-5 pieces submitted, the staff may choose to push a piece back a week to maintain the reader experience.

If you have any other questions about these guidelines, please email communications@pitanglican.org.