

What You Should Know About Glad Tidings

- Deadlines are deadlines. They are firm
- Deadlines are announced:
 - In the *Sunday Tidings*/Sunday bulletin two weeks in advance
 - In the E-groups e-mail
 - In the previous *Glad Tidings* issue (which is also online)
 - On Nativity's Facebook page
- The editors do NOT write any articles –we do. It is our parish newsletter; they edit and produce it. Suggestions for topics are always welcome for you to write! They like to have the personalities/styles of the various authors come through.
- They do NOT like getting the same articles month after month because their goal is to keep *Glad Tidings* vibrant and alive (and eagerly read)
- The deadline is the Wednesday before the last Wednesday of the month. *GT* is published the last Wednesday of the month and goes online the next day.
- Submit articles in the body of your email and written according to the style sheet (in this issue) to Emilie Sigel, Gladtidings@nativityonline.org

Please note: put your articles in the body of an email. Unless we have discussed otherwise, please do not send google docs or attached documents. We receive a lot of articles and need to deal with them in the most efficient way possible--copy and paste.

Glad Tidings Style Guidelines

The Glad Tidings (GT) team has established guidelines for submitted articles in order to give our newsletter a consistent appearance. We appreciate your help in working with us to achieve this look.

TITLES

- Please submit your article with a suggested title and include your name. Not all email addresses reveal the sender. The GT team reserves the right to change titles for space or clarity.
- Do not use all caps, common title capitalization is preferred.

DATES, DAYS

- Unless it might cause confusion, omit the year from dates
- Spell out month and day names
- Refrain from using superscripts such as st, nd, th with numbers

This: Wednesday, February 22; **Not this:** Wed. Feb. 22nd

TIMES

- For am and pm use lower case without periods, one space after the number
- Omit zeroes on the hour

This: 10 am, or this: 10:30 am; **Not this:** 10:00 A.M.

Note: Noon is written out – not 12 pm

PARENTHESES AND QUOTATION MARKS

- These go outside the punctuation marks

This: (xxx.) or “xxx.”; **Not this:** (xxx). nor this “xxx”.

PUNCTUATION

- ONE space after ALL punctuation marks (forget what you learned in high school typing. That was for typewriters, not computer keyboards.)
- Exclamation points are reserved for situations involving firetrucks. Exceptions to this rule will be judged on an individual basis at the discretion of the GT team. Multiple exclamation points will be changed appropriately...but don't use them.

USE OF ACRONYMS

- Title must be spelled out at first use, followed by the acronym in parentheses, which can be used thereafter in the article.

This: Men of Nativity (MON); **Not this:** MON

USE OF GRAPHICS, CHARTS AND UNUSUAL FORMATS

- Please do not include any of these without consulting us first. These do not translate to the word processing program we use and must be re-done within the program. We are happy to work with you to achieve the look and format you desire for your article within our guidelines.

PARAGRAPHS

- No indent on the first paragraph of the article
- An indent of two spaces should be used on subsequent paragraphs.

- No line spaces between paragraphs

CARDINAL NUMBERS

- One through ten are spelled out. Higher numbers are written as integers.

LENGTH

- Please do not exceed 400 words without consulting the editors first. Wordcount of 250 to 300 is suggested.

PHOTOS

- Are welcome. Please let us know to expect them.
- Photos should be a reasonable file size, but not compressed. Reasonable file size means no larger than 2 MB each.

CONTACT INFORMATION

- When appropriate contact information should be included. Please list email address first followed by telephone number.

This: gladtidings@nativityonline.org, 919-846-8338; **Not this:** (gladtidings@nativityonline.org) (919) 846-8338;

Thank you for your articles, suggestions and comments. We seek to make *Glad Tidings* the best looking, best reading, best content, newsletter ever!