



DIOCESE OF PRINCE GEORGE

GUIDELINES FOR SUBMISSIONS OF DIOCESAN COMMUNICATIONS

The Diocese of Prince George provides news and information about the Church throughout the diocese via Wednesday Weekly, webpage and other publications.

Councils, Committees and Commissions who have publications to distribute (posters and bulletin inserts) on behalf of the diocese should submit materials to the Chancery Office for editing for clarity, brevity and design.

THE FOLLOWING WILL BE CONSIDERED:

1. **Format:** Files are to be submitted electronically in the most common word processing programs (Word and Publisher). Please do not submit articles in PDF format. Send the article by email as an attachment.
2. **Length:** Dependent on the purpose and type of publication.
 - a. Poster: one sided – letter size
 - b. Brochure: double sided—legal size
3. **Photographs:** Are to be submitted digitally by email, Dropbox, or any other pre-approved arrangement. Photos that have previously been screened for print, as in a brochure, are not acceptable. Please include short suggested captions with all photographs and illustrations.
 - a. Photos of individuals must have the permission of the person/people
 - b. Must not be an infringement on copyright (use of clipart, or free photos are permissible)

SOME GUIDELINES FOR WRITING:

Numbers and Time

- Numbers under 10 are written out. e.g. seven
- Numbers 10 and over are written in figures except at the beginning of a sentence. e.g. 15 children; Fifty-seven people were in attendance.
- Time is written as follows: e.g. 10:00 a.m. or 10:00 PM. Write noon or midnight, not 12:00 noon, or 12:00 midnight
- Ordinals (think order) are used to describe the order e.g. the 1st of January, NOT January 1st, 2018; “She came in first”.

Abbreviations

- Omit periods in all capital abbreviations unless the abbreviation refers to a person. e.g. CWL, OMI, J. S. Smith
 - a. **Exception:** BC = British Columbia, B.C. = Before Christ
- Use period in mixed abbreviations except for abbreviations that begin and end with a capital. e.g. Co., Ltd., PhD
- Spell out the names of the months as space permits. Very rarely is a month abbreviated.

PUBLICATION SCHEDULE:

If an article is to be distributed in Wednesday Weekly, it must be submitted by NOON on the preceding Tuesday.