

Swansboro UMC - Publication Guidelines

General Information -

- For all submissions: Include your (submitter's) contact information including phone number in case additional information or clarification is needed.
- For Newspaper and Website submissions: Parental or legal guardian consent must be given before pictures and/or names of children under the age of 18 are published. It is the responsibility of the event coordinator and/or person submitting the photo and/or information to ensure this has been done prior to submission.
- Please submit only church related information and events for publication.

SUMC Scoop – Contact: Lydia Cauley (FamilyMinistries@SwansboroUMC.org or 910-326-4822)

Bulletin/Announcements – Contact: Christy Denham, Church office

(AdminAssistant@SwansboroUMC.org or 910-326-4822) or mail or deliver to our church office

- Deadline is noon Tuesday for the following Thursday's Scoop and Sunday's bulletin.
- If possible, use email to submit announcements. Be sure to include requested publication dates.
- If unable to email the request, please write or print legibly.
- Please recognize that any formatting you provide may be lost due to available space.
- Submit photos or graphics in best quality/size as .jpg or .gif type attachments.

Newspapers – Contact: Helen Cizerle (Helen@SwansboroUMC.org or 910-326-7997)

or Committee Chairpersons may submit directly to:

- Swansboro Tideland News - Jimmy Williams at Jimmy@TidelandNews.com
- Jacksonville Daily News - Anita Perrin at JDNHappenings@jdnews.com
- Jacksonville Daily News - Neighbors page at Neighbors@jdnews.com
- Morehead City News Times - Cheryl Burke at Cheryl@thenewstimes.com
- UMM Magazine – Rich Peck at RPeck@gcumm.org
- No fancy formatting (bold, italics, centering, etc.)
- Submit photos in best quality/size as .jpg or .gif type attachments (not inserted in document).
- If names are to be in the photo caption, list names by rows and from left to right.

Website – Contacts: Bonnie Johnson (Bonnie@SwansboroUMC.org or 252-764-3178) and
Helen Cizerle (Helen@SwansboroUMC.org or 910-326-7997)

- We can handle submissions of almost any format/document type. Simple text written in the body of an email is perfectly fine, especially for short submissions. In general, simple text (no special formatting) is preferred.
- Submit photos in best quality you have. If names are to be in the photo caption, list names by rows and from left to right. In most cases, a few representative photos (1 – 6) that can be placed with the article are more likely to be viewed. If you have a lot of photos for a particular event that you'd like to have in an online photo album, we will attempt to do so. However, this is a more time

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consuming task, and occasionally our webserver refuses to accept lots of pictures. Please don't send more than 40 photos and please don't ask us to choose 40 photos from a larger batch – we might not pick the ones that are the most important.

- Poster and flyers may be easily attached to a web page. If you create them, we will convert them to a PDF (Portable Document Format) that will keep the graphics and text in the layout you intended. (Otherwise, different computers may view them differently and totally lose the look you worked so hard to create. The free Adobe Reader allows anyone to read PDFs.)
Use any program you have to create your poster/flyer or draw it. We have programs that can read almost everything. If we cannot open your file, we will contact you. If it is a drawing, we will need to scan it, so please keep it on letter or legal size paper. If you need a poster created but are unable to do so, Bonnie will help – as she is able. Send her the information and your ideas.
- If you have a particularly large document or number of files that your email provider will not let you send because of size limitations, you might use the free online service from WeTransfer.com, a Dropbox account, etc. or give us a CD, DVD, or flash drive with the file(s). (You may leave it with the church office or place it in the Communications Team mail slot, but be sure to let Bonnie or Helen know that you have done so. We will return a flash drive but let us know if you need a CD or DVD returned.)
- If you have any long document (a page or more) that you want people to access from the website, send it to us and we will convert it to a PDF and link it to the related web page.
- If you have a form that you would like people to be able to fill-in, we can prepare that for you. There are a variety of ways such documents may be used. Let us know if you want people to only be able to print the form (e.g., print it and then mail or hand it in with money) or to submit the completed form via email to you.
- If you want to discuss a project to go on the website, call Bonnie at 252-764-3178 or Helen at 910-326-7997.
- We will acknowledge receipt of your submission. If you do not hear from us within a few days, please contact us again to be sure we received it.