

Communications Guidelines

Elinor Stapleton, September 2018

Style Guidelines for all Submissions

1. Simple & clear. Preferably proofread and edited.
2. Include a title if you want to use one.
3. Include a contact name and address if you wish for people to contact you.

Belfry deadline/submission requirements: Contact – Elinor Stapleton (admin@uuharvard.org)

Monthly church newsletter, the *Belfry* deadlines are generally the third Tuesday of each month by noon: 9/18, 10/16, 11/20, 12/18, 1/15, 2/19, 3/19, 4/16, 5/21, 6/18 [nothing in July], 8/20.

Line edits are allowed before noon on Wednesday. Paper copy mailed via USPS, and pdf sent via email.

Submissions are requested as a Microsoft Word .docx file, or text pasted into the body of your email, or a shared doc on Google Drive. Images should also be attached, or embedded in a way that I can still access them for resizing if needed, as a .jpg or .png file... You may also attach a .pdf in order to show how you might want the submission to look in the final copy of the Belfry (which I create and print in Publisher; paper copy mailed, pdf emailed). The general style is 12 point Times New Roman, bold title on separate line followed by text in paragraphs, accompanied by photo or clip art when possible.

Chalice Chat deadline/submission requirements: Contact – Elinor Stapleton (admin@uuharvard.org)

Supplement to The Belfry and to reduce Sunday announcements, the *Chalice Chat* deadline is before 9:30 a.m. each Friday. Chalice Chat submissions should be 150 words or fewer. Only church-related announcements/events are accepted, preferably one or two weeks ahead only. A pdf of the Chalice Chat will be on the web site each week. The Weekly Email Blast described below will include relevant Chalice Chat information.

An attached Microsoft Word .docx file, or text pasted into your email, or a shared doc on Google Drive is acceptable. General style is also 12 point Times New Roman, bold phrase/title run in with the paragraph. There is usually no room for images.

Weekly Email News: Contact – Elinor Stapleton (admin@uuharvard.org)

Submissions for the weekly email blast newsletter is every Thursday by noon, but earlier is helpful. Submissions are limited to 200 words or fewer, send text in the body of an email. Images should be sent in .jpg or .png file format. Only submissions for church-related events or community events in which church members are involved will be included. (If there is time and our own news is not too long, I will include events in our church buildings that might be of interest to you; and events in the local area that might be of interest.)
