

NORTH AMERICAN MARTYRS BULLETIN ARTICLE SUBMISSION GUIDELINES

When you have information to be published in the bulletin, the first thing we ask is that you please make note of the deadline date which is always included under the Mass Schedule. Please plan to have your article run for at least two weeks, space permitting.

Every submission must have the dates you wish the article to appear, your name, organization name and a phone number where you can be reached in the event that we need more information or have questions. Please place this information at the top of your article.

Every article must give pertinent information about the event such as event name, date, time, place, and contact names and numbers as a minimum. Please include any other information about the event to describe the purpose/goal and what can be expected, keeping in mind that available bulletin space is not unlimited. If the article is too long, it will be edited to fit.

Email is the preferred method for submitting your articles, if you have that capability. Please prepare articles in WORD in an 11-point, Times New Roman font and without color, bold, italics or underlining. Please do not type your article all in caps, indent any portion of the text, center the text, or abbreviate any words. **Please attach this WORD document to your email. Do not type the article in the body of the email. This method inserts extra characters that take time to search out and remove, which takes up valuable time to do so.**

Attach your article to an email addressed to office@namcatholicchurch.org. Flyers should also be attached and prepared in Word or Publisher, as they will be sent to J. S. Paluch if there is room for them to do a whole or half page. Publisher is the program J. S. Paluch uses. If prepared in Word, we will usually be able to convert that into a Publisher file.

You will receive a response indicating that the article has been received.

If email is unavailable to you, please type, print or write legibly, including all the information asked for above and bring it to the office, drop it in the collection basket or send it by mail. Please place it in an envelope with my name on it. (Charlotte)

Thank you for your attention to these guidelines that will help us give your articles the attention they deserve.