

NEW SUBMISSION GUIDELINES

UU's of Mt. Airy's eNewsletter welcomes contributions from members, attendees, and friends.

Submissions should be sent by email by Friday at 5 p.m. for publication in the next week's newsletter to newsletter@uumtairy.org

- Submit articles in Word. Each article should have a named author and the name of a contact person for additional information/questions.
- Maximum article length should be 300 words. Additional or background information should be identified separately and made available to readers through an inserted link. For example, "historical information" about the Black Lives Matter vigil goes into a link. The article will point to the link using a phrase like "For the history of UU's of Mt Airy's involvement in the Black Lives Matter movement, click here".
- Adhere to the tenets of journalism in the first paragraph: Who, What, When, Where, and Why, followed by a bit of information that "fleshes out" the news or event.
- News of an upcoming event of interest should be submitted at least 3 weeks before the date to provide ample time for publication and for readers to respond (if a response is required).
- Pictures or graphics should be in either .jpeg or .png format. Please don't send anything as a PDF.
- Content submitted after the newsletter's deadline will be held for an upcoming issue.
- The editors reserve the right to modify submissions for brevity and clarity.