



# SALESIAN

Canada &  
Eastern USA

news



## IMPORTANT!

### OFFICE HOURS

The province office of communications is open **\*Monday - Friday** from **8 a.m. - 4 p.m. EST.**

### ROLLING DEADLINE

Our deadline for rolling submissions is **\*\*every Monday by end of day.** Submissions must be emailed directly to **[communications@salesians.org](mailto:communications@salesians.org)**.

### PUBLICATION

All submissions are evaluated for publication and added to our editorial calendar. If an upcoming issue(s) is/are full, any further submissions received will be considered for the following week(s).

### TEXT REQUIREMENTS

Send **original articles** in either a **Microsoft Word document** or in the **body of an email.** Articles can range between **a minimum of 2-3 sentences** and **a maximum of 1 page.**

**Never embed tables, photos, etc. in the text. Incorrect submissions will not featured. We also do not publish stories that are repeats of past features unless they are follow-ups.**

### PHOTO REQUIREMENTS

Attach **photos in the email** (do not embed them in Microsoft Word) and be sure they are high-quality (**at least 300 dpi**). We accept **JPG, JPEG, PNG, and HEIC** files.

Only **send 1-2 photos** unless additional pictures are specifically requested.

### AUTHORSHIP AND PHOTO CREDIT

Mention either in **the email** or **Microsoft Word doc** the **first and last name of the person who would receive authorship and/or photo credit(s) if it is not yourself.**

\*With the exceptions of office holidays, PTO (off work), work conferences, and early dismissals.

\*\*Some weeks might have earlier deadlines which will be communicated ahead of time.