



Salesian News



Canada and Eastern USA

A PUBLICATION OF THE PROVINCE OF ST. PHILIP THE APOSTLE

Submission Guidelines



OFFICE HOURS

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

ROLLING DEADLINE

Our deadline for rolling submissions is ****every Monday by end of day**.
Submissions must be emailed directly to **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 REQUIRMENTS

Send **original articles** in: (a) **a Microsoft Word document** or (b) **the body of an email**.

No PDFs, except for ads, or any docs you would like embedded into your article as a link.

Articles can range from **a minimum of 2-3 sentences** and **a maximum of 1-2 pages**.

Never embed tables, photos, etc. in the text of a Microsoft Word doc.

Incorrect submissions are ineligible for publication and must be resent correctly in order to be considered. We also do not publish stories that are repeats unless they are follow-ups.

PHOTO AND VIDEO REQUIREMENTS

Attach **photos separately 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.
Please send **at least 1-2 photos**.

For **videos**, we accept **.MOV** and **.MP4** files. If the file is too large to send via email, feel free to send it via a link from Google Drive or Dropbox.

AUTHORSHIP AND PHOTO CREDIT

Provide **the first and last name of the person/people who would receive authorship and/or photo credit(s) if it is anyone other than yourself** in either **the email** or **Microsoft Word doc**.

*With exceptions such as office holidays, time off work, conferences, early dismissals, etc.

**Some weeks may have earlier deadlines, which will be communicated ahead of time.