



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**.

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 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 We also do not publish stories that are repeats of past features unless they are follow-ups.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.