

## Guidelines for Submissions to *In Contact*

### Topic Choice

The purpose of In Contact is to share **news** of the Church's **current life, work, programs, policies and people** with Observer readers across Alberta and Northwest Conference.

Choose a story that is **unique or new** for your congregation. Add specifics that might help another congregation if they'd like to try the same activity. Include contact information if you are willing to be contacted. We welcome submissions from all ages.

### Length

A submission can be one paragraph or a picture with a caption, if that tells the story! The **maximum** length of a submission is 400 words. This allows us to print as many submissions as possible. Thank you.

Please put the **most important points** of your article in the **first few paragraphs**.

### Photographs

Your picture could tell a story itself or build interest in the story it accompanies. Close ups of people **doing something** are more effective than lineups.

Make sure you have **permission to publish** pictures of people, especially photos of children.

If using a **digital camera**: Use the highest resolution setting. Photographs will be returned in the **stamped, addressed envelope you provide**.

### Editing

Submissions may be edited for clarity and/or length.

### Deadlines

Deadlines are printed on the back page of **In Contact**. Deadlines are usually the 20th of the month which is two months before the issue is sent out. e.g. The deadline for the November issue is September 20. There is no July issue.

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