

Tips For Submitting Copy and Photos

E-mail copy and photos to Diane Guerra at dguerra@sm-usa.org. See publication dates and deadlines for submission in this issue of FamilyOnline.

FamilyOnline is an online newsletter e-mailed every other week (except at certain times – see calendar) from the Marianist Province of the United States. Approximately 1,000 Marianist brothers, priests, lay Marianists, school administrators and faculty, Marianist sisters and other groups receive the publication. We thank you for submitting stories and photos for publication! Here are a few tips:

COPY

- ◆ Keep copy short
- ◆ Always include the “**5Ws and H**” (who, what, why, when, where and how)
- ◆ Describe the event in the e-mail subject line (e.g., “San Antonio Community Gathers for Chaminade Day”)

PHOTOS

- ◆ Digital images are preferred in the JPEG format, attached to the e-mail.
- ◆ Size of each image should be in the range of approximately 100 KB to no more than 900 KB
- ◆ Photos should be in focus, with good lighting
- ◆ Avoid mirrors, windows, lamps, and subjects looking directly into sunlight, or in dappled shade.
- ◆ Ask your subject(s) to look at the camera and **smile**.
- ◆ Get close to your subjects
- ◆ Choose several of your best photos, rather than sending all photos from an event
- ◆ Be certain to **identify** all individuals in a photo, including title, if appropriate

A NOTE TO SECONDARY SCHOOLS

We are always looking for stories and photos from our Marianist secondary schools. Stories sent to *FamilyOnline* should include:

- ◆ A Marianist brother or priest **-and/or-**
- ◆ Students/faculty involved in a service project that embodies Marianist values **-and/or-**
- ◆ A truly noteworthy honor for the school (e.g., best SAT scores in the city; state basketball championship; band playing at the Orange Bowl)

