



## EDITORIAL GUIDELINES

### Guidelines for editorial and photo submissions to *The Jewish News*:

In this document, “organizations” refers to all temples, agencies and organizations in the community.

### Section guidelines:

**Federation News, Jewish Interest, Israel & the Jewish World, Commentary:** Items in these sections are generated by Federation staff or from outside columnists/sources (sent to or researched by Ted, press releases, etc.). Items in these sections are of interest to a larger portion of the readership, as compared to the other sections.

**Community Focus:** Articles about upcoming and recent events are not accepted, with a few exceptions. **All upcoming events should be submitted as Jewish Happenings.** If you have more to say than what a Happenings listing can include, we ask that you consider placing an ad for the event at the non-profit rate. Events sponsored by Federation are acceptable.

This section is for items of interest for the **entire** community, information that applies to the **entire** community, or something of general interest (not just to the organization). The items that make it into this section come from Federation staff, are profiles of local residents who are making a difference in the general community, Aviva, JFCS and other agency stories, or have meaning for the community as a whole. Acceptable: announcements of new rabbis, cantors, presidents; Mitzvah Day events; gala honoring someone known in the community  
*(One article limit; 250-word maximum each; 1-3 photos with captions)*  
*(JFCS will have a two-article limit with only Jewish-related content accepted.)*

**Focus on Youth:** If you have a story that is specifically for or about the youth (preschool - teen) or schools in the area, it will appear in this section.  
*(One article limit; 250-word maximum; 1-3 photos with captions)*

**Jewish Happenings:** The maximum number of events per organization is six. Listings for regular “services” – Friday night, Havdalah, holidays, Seders, etc. – will not be accepted. (Very few readers outside your membership, if any, will be interested in these events.) However, if the service has an additional element such as a speaker, music or special dinner, then it’s fine.

Include the following information either in a Word document that you attach to an email (preferred method) or just type the info into the body of an email (do not include these headers):

- Day, Date, Time
- Name of Event
- Location (including street address)
- Event description (maximum of 75 words)
- Cost/ticket price
- Contact name, phone number, email address

*(Six event limit)*

## General guidelines:

- **ONE PERSON PER ORGANIZATION** should coordinate and send me all the material.
- **SUBJECT LINES:** In the subject line of your email, please type the section you'd like the item to appear in. Examples: Community Focus – organization name,  
Focus on Youth – organization name
- If you have more than one Jewish Happening and are submitting them in separate emails:  
Jewish Happening 1 – organization name, Jewish Happening 2 – organization name, etc.
- **BYLINES:** Unless a byline is included with the article, one will not be used. I can't always tell whether the person submitting the article is, in fact, the writer.
- **PHOTOS:**
  - Photos **must be attached** in an email. I cannot use photos that are embedded in Word documents. Also, photos of poor quality will not be considered for publication. So if the photo is dark, blurry or low resolution, it will not make it into the newspaper.
  - PHOTO CAPTIONS: Please list the **exact filename** and not picture 1, picture 2, etc. List people from left to right.
  - If you are sending **photos from your smartphone**, they must be sent at the actual/largest size. Photos under 200kb in size are not print-worthy and will be rejected. Also, do not submit photos taken from the internet.
- **NAMES:** When mentioning a rabbi, cantor or other organization leader, please use that person's full name the first time it's mentioned in the article.
- **DATES:**
  - Always include a day/date. If you only include a date, there is no way for me to double check that it is correct.
  - Do not use the year in your event dates. It's clear to readers what year the event will be held in.
  - Do not use ordinal indicators for dates: st, nd, rd, th
- **PHONE NUMBERS:** Phone numbers in the newspaper are in the format of xxx.xxx.xxxx

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**IF YOUR EVENT IS SPONSORED BY THE FEDERATION,  
PLEASE INCLUDE THAT INFO IN YOUR ARTICLE OR HAPPENING.**

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If you can, please save all your editorial emails until you receive my editorial reminder email, which is always sent at least one week before each deadline. At that time, through the deadline date, you can send me all the items you have. This may better help you organize what you have and not exceed the maximum allowable submissions for each category, as described above.

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