



## Deadlines for 2015

*“News of the Anglican Community”*

**Stories, feature articles, opinions, prayers, photographs and graphics – are always welcome.** We can’t promise that everything will be published - there are limitations – but we’ll do our best. Stories will be edited for style, length, and tone, in order to maintain a consistent style, and of course they should be of interest to the diocese as a whole.

**TOPIC** is mailed within the national newspaper, the *Anglican Journal*. This arrangement greatly reduces mailing costs (to less than half what it would otherwise be), but it makes for an early deadline. Please check the deadlines below and submit items before or on the deadline date.

Deadline for submissions on FRIDAY	Month of issue	Events for Promotion must be scheduled after	Festivals & Holy Days current during this month’s issue
Nov. 21, 2014	<b>January</b> 2015	Jan. 10, 2015	
Dec. 26, 2014	<b>February</b> 2015	Feb. 10, 2015	Ash Wednesday (February 18)
January 23, 2015	<b>March</b> 2015	Mar. 10	
February 20	<b>April</b>	Apr. 10	Easter Day (April 6)
March 27	<b>May</b>	May 10	Ascension (May 14) Pentecost (May 24)
April 24	<b>June</b>	June until Sep. 10	
NO TOPIC in July or August			
July 24	<b>September</b>	Sep. 10	
August 21	<b>October</b>	Oct. 10	Thanksgiving (October 12)
September 25	<b>November</b>	Nov. 10	Advent starts November 29
October 23	<b>December</b>	Dec. 10	
November 27	<b>January</b> 2016	Jan. 10, 2016	

**Please note** that upcoming events for promotion need to be scheduled after the 10<sup>th</sup> of the month. Send material in as soon as you can to ensure your story will be timely. If you are having a special event, let us know about it well in advance.

**Please** call Randy Murray at (604) 684-6306, ext. 223 if you have some questions about a submission. For the story itself, e-mail is the current standard method (sent to [rmurray@vancouver.anglican.ca](mailto:rmurray@vancouver.anglican.ca)) Digital photos are preferred - resolution must be **180 dpi or higher at what would be an 8x10 print**. Stories can be faxed to (604) 684-7017 or mailed to the Editor, TOPIC, Diocese of New Westminster, #580 - 401 Georgia St., Vancouver, V6B 5A1. Please provide the name of a contact person and a phone number or an email address in case there are questions.

## It's easy to submit your stories to



It is TOPIC'S mission to help Anglicans throughout this diocese tell each other what they're up to throughout the Lower Mainland and up the coast as far as Powell River and beyond. But we need submissions from parishes. Without contributions from people like you, we have no way of knowing how your parish is doing and helping to spread the Gospel. Here are some guidelines:

### **Who can submit articles?**

Anyone can. We are pleased to hear from anyone with an interesting item and/or photo(s) to contribute.

### **What constitutes a desirable article?**

Something you're doing in the parish that you want to share with the greater diocese. For example, a new ministry, a fundraiser, a new building, a new organ, a new stained glass window, a remarkable personal story and so forth.

Articles can be about unusual or unique elements related to a common occurrence. For example, the bishop making her regular visit to the parish is not unusual, but if the bishop is visiting for a special reason, that will make for an interesting article.

Give lots of details. Include a little about the parish itself so people who may never have visited will get a sense of who you are. **IMPORTANT!**

### **Send pictures!**

As they say, "a picture is worth a thousand words." Especially if the pictures are candid, close-up, well lit, and one to three people! Try not to send

a picture of a group of people lined up smiling for the camera. What makes a much more interesting and publishable picture is a candid shot taken in an informal setting. We don't need to see each person head to toe; it's the faces that count. Identify people from left to right. When sending in digital pictures, please send them at high resolution – **180** pixels per inch at what would be an **8x10** print. This is a minimum requirement. Please **DO NOT** send the photo embedded in a word document and **DO NOT** send in a url to a photo access website. Just attach .jpg file(s) to your emails. **Please DO NOT send .pdf files.**

### **Write about people.**

Especially interesting are profiles of people who have contributed significantly to the life of a parish. These stories are not limited to people who have devoted a lifetime to a parish; they may also include newer members and youth.

### **How long should an article be?**

There is no hard and fast rule. In TOPIC, most feature stories are about half a page and contain 500 to 800 words (depending upon the size of illustrations). Write your story as long or as short as you think suitable.

### **How to submit articles:**

For the story itself, e-mail is the current standard method (sent to [rmurray@vancouver.anglican.ca](mailto:rmurray@vancouver.anglican.ca)).

Digital photos are preferred - resolution must be a minimum of 180 dpi. Stories can be faxed to (604) 684-7017. Mail to the Editor, TOPIC, Diocese of New Westminster, #580 - 401 Georgia St., Vancouver, V6B 5A1. Please provide the name of a contact person and a

phone number in case there are questions. If you have questions about your submission contact the Editor, Randy Murray, 604.684.6306 ext 223.

### **Deadlines:**

TOPIC is a monthly publication. Items must be received no later than the **deadlines contained in the accompanying list which is often, but not always the last Friday of the month for the month-after-next's issue.** It's preferred to send them in earlier.

We can't promise that everything will be published - there are space limitations. All stories will be edited for style, length, and tone, in order to maintain a consistent style.

Send the submissions in as soon as you can to ensure your story will be timely. If you are having a special event such as a fundraiser or reunion, let us know about it well in advance.

If you have news items to share, please send the stories and photos to [rmurray@vancouver.anglican.ca](mailto:rmurray@vancouver.anglican.ca) for posting on the Diocesan website: [www.vancouver.anglican.ca](http://www.vancouver.anglican.ca)

*This guide was adapted (with thanks) from a guide in the Diocesan Times, the newspaper of the Diocese of Nova Scotia and Prince Edward Island, written by Penny Murdock.*



## **TOPIC ADVERTISING POLICY**

Advertisers with a product or service to sell, or an opinion to express, may purchase space to carry their messages in *Topic*, the monthly newspaper of the Diocese of New Westminster.

We accept no advertising for liquor, tobacco, small loans, lotteries or any other gambling. All advertising in *Topic* must meet the standards of good taste and be graphically and stylistically compatible with the visual format of the *Topic* publication.

*Topic* abides by the Canadian Code of Advertising Standards, to which all major advertisers associations, large corporations, business and retail companies subscribe as the standard for advertising. That means that each advertisement is examined from a number of different viewpoints, including good taste, moral tone, honesty and suitability to try to eliminate false or misleading advertising and to maintain public decency.

The *Topic* editor or his/her designate will determine the suitability of any advertisement in *Topic*.

Topic Editor and Senior Synod Staff  
(Revised May 2010)

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