



Deadlines for 2012

“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 space 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 TUESDAY	Month of issue	Events for Promotion must be scheduled after	Festivals & Holy Days current during this month’s issue
Nov. 29, 2011	January, 2012	Jan. 10	
January 03	February 2012	Feb. 10	Ash Wednesday (Feb. 22)
February 07	March	Mar. 10	
March 06	April	Apr. 10	Easter Day (April 08)
April 03	May	May 10	Ascension (May 17), Pentecost (May 27)
May 01	June	June until Sept. 10	
NO TOPIC in July & August			
August 07	September	Sept. 10	
August 28	October	Oct. 10	Thanksgiving (Oct 08)
October 02	November	Nov.10	
November 06	December	Dec. 10	Advent (starts December 2)
November 27	January, 2013	Jan. 10, 2013	

Please note that upcoming events for promotion need to be scheduled after the 10th 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.

It’s helpful if you can call first to let the editor know that the story or picture is coming. Call Randy Murray at (604) 684-6306, ext. 223.

For the story itself, e-mail is the current standard method (sent to rmurray@vancouver.anglican.ca) Digital photos are preferred - resolution must be **180 dpi or higher**. 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 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 and so forth.

Articles can be about unusual or unique elements related to a common occurrence. For example, the bishop making his 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, is a minimum requirement. **Do not photoshop or shrink the images to website size. These will not work in print**

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 more recent parishioners 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 400 to 600 words (depending upon the size of illustrations). Write your story as long or as short as you think suitable.

How to submit articles:

It's helpful if you can call first to let the editor know that the story or picture is coming. Call Randy Murray at (604) 684-6306, ext. 223.

For the story itself, e-mail is the current standard method (sent to rmurray@vancouver.anglican.ca). Please provide the name of a contact person and a phone number in case there are questions.

Deadlines:

TOPIC is a monthly publication. Stories must be received no later than the **deadlines contained in the accompanying list which is often, but not always the first Tuesday of the month for the next month's issue.** It's fine 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 immediate news items to share, please send the stories and photos to rmurray@vancouver.anglican.ca for posting on the Diocesan website: www.vancouver.anglican.ca



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*.

Policy developed by the Topic Editor and Senior Synod Staff, May, 2010

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