



CBC SUBMISSION GUIDELINES

GENERAL SUBMISSION POLICIES:

- **Submission:** All entries should be submitted ONLINE via your CBC member login through the Submit an Article link. An alternative submission mode is to email cbcnews@mycbc.net, or give it to the editor-in-chief in written format. Electronic/email format is strongly preferred unless it is a short announcement blurb for the Newsflash section of our website, then a hand-written submission can be accepted.
- **Relevance /Appropriateness:** Submissions, or ideas for articles, can be voluntarily submitted at any time, but must be time-relevant and appropriate. Appropriateness is based upon the beliefs and vision of Community Bible Church and Scripture, as well as the purpose of the newsletter and FYI team. Consider that this newsletter is accessible to readers of all ages.
- **Accuracy:** Make sure that the information contained in your articles is accurate.
 - **Quotes:** If you have interviewed someone for your article, please make sure that you are accurate in acquiring their quote and that you have approved the article with that person. See bullet on plagiarism below for quoting/citing sources and other works.
 - **Scripture Verses:** Include the reference and version when quoting Scripture verses. Make sure that you check the actual wording of the verse against the version and reference, rather than just reciting from memory, before writing it with quotation marks around it. Also make sure that you aren't pulling the first half of a verse from one version, and the last half of the verse from a different version.
 - **Dates/Events:** Make sure that the dates and information you are submitting, especially if you are writing a piece for another ministry or upon request, have been validated with the event planner or ministry team leader before submitting your entries.
 - **Do not** submit information about someone else or for someone else unless specifically requested by that person and verified with that person, especially photos. (See photo permissions below.)
 - **Do not plagiarize!** Make sure your quotes are exactly accurate, and cited. Check your data (statistics, facts, theories, etc.) against valid and verifiable sources. Do not copy someone else's work and submit it under your name for any reason. Refer to a current English writer's handbook or a reputable English grammar/citation site for current citation rules for books, web articles, newsletter articles, statistics, etc.
- **Calendar:** If you submit an announcement for an event, or reference an upcoming event in your article, remember to submit the dates/times to the administrative assistant (Stephanie Carroll scarroll@mycbc.net) for the bulletin AND add it as an event to the Web Calendar called iCal. You can add an event to iCal by logging in on the home page of www.mycbc.net and clicking on the Add an Event (iCal) link below the bottom of the calendar.
- **Photos/Logos/Images:**
 - Can be submitted with entries, and are encouraged.
 - Should be submitted in electronic format:
 - JPEG, TIF, or BMP format
 - No larger than 3 MB. Email the editor-in-chief with any questions about your file size or how to determine the file size.
 - Emailed as an attachment (preferred), or
 - Submitted on a CD or thumb drive that doesn't have anything except the photo/logo/image being submitted. The CD or thumb drive will be returned to you.
 - Variety: Vertical photos are nice to have since the pages of the newsletter are vertical. Horizontal ones are typical, and accepted; it's just that vertical ones add variety to the layout and are often more workable.
 - Do not send blurry photos, or group photos that have a person making an unexpected face, etc. Look for objects in the background as well.



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- Keep them relevant and necessary to the ministry, newsletter, and/or piece being submitted.
- Get permission to use another person's photo (i.e. a photo that is not of you). Please communicate with the editor-in-chief that you have received permission from the correct parties (example, parents/guardians), and forward that permission in writing to the editor-in-chief by hand or by email at cbcnews@mycbc.net.
- **Questions:** If any of these guidelines seem unclear, or you're not sure how they apply to your submission, *please* contact the editor-in-chief at cbcnews@mycbc.net. Also, if you need to know how to attach files, determine photo size, or discuss these guidelines and your submission, *please* contact the editor-in-chief. See contact information below.

WEB SUBMISSION POLICIES:

Pending

NEWSLETTER SUBMISSION POLICIES:

CBC Newsletter Purpose:

The CBC newsletter seeks to equip members for spiritual growth, service, and involvement within the church body and local community by clearly communicating relevant information and Scripturally-based articles.

- **Submission:** The deadline for all newsletter submissions is the 22nd of each month. In addition to our general submission guidelines found above, articles that you have submitted online are open to placement in the newsletter. To have your article posted in the newsletter and online, make sure it is submitted by the newsletter deadline and/or is still time-relevant to the next newsletter being published if being posted online after the newsletter due date.
- **Marketplace:** Entries can be used to buy, sell, trade, or offer items and services. These services can include services offered by *you* or *your* small business, although commercial ads are not accepted. Please do not submit an entry for someone else unless you have express permission from them and can forward that to the editor-in-chief.
- **Word Count:** Articles/pieces should be limited to within a **650** word count. A word count can be obtained in Microsoft Word by clicking on "Tools", then "Word Count" and reading the number out beside "Words". Consider breaking your piece up into Part A and Part B if you have a longer story/piece. Part B would continue the story into the next newsletter issue. If this does not seem to be an option for your piece and you cannot or do not want to condense it or split it, we ask that you communicate with the editor-in-chief to obtain special permission or help with revision/length.
- **Editing:** If you would like to be able to review/approve the edited version of your submission, we request that you email your submission early (preferably a week earlier than the 22nd due date) so that the editors will have time to edit and correspond with you. (Note: Once the due date of the 22nd has passed, all edited pieces/submissions are formatted into the newsletter, and then it is sent to our FYI board for approval. Any changes that they suggest/require will be final, and completed just before the newsletter publish date of the 1st of the month. This process is done within a short time period, and necessitates any personal requests for reviews of your edited piece to be done before the actual due date.)

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Contact Information

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Guidelines are subject to change at any time. Please review them monthly for changes. Notification of changes will be sent out with the reminder each month, but in case you do not receive the notification, please review the guidelines regularly. Thank you for your contributions!