Illinois Conference
United Church of Christ
— STRONGER TOGETHER —

2023 E-News Submission Guidelines

1. Articles should be kept to a maximum of **150-200 words**. If the article is longer only the first 150 words or so will be in the body of the newsletter and folks will need to click a "read more" link to read the remainder of the article.

    a. The only exception to this rule is for the main article in Faithful Fridays where the word limit is 300-400 words. If you have something you would like to have as a main article for FF – please coordinate with me in advance of the date you would like to be featured.

2. Please include a **"title"** for your article.

3. Articles should be sent either in the body of the email or as a **Word document** (.doc or .docx).

4. If you have any accompanying graphics, please include those as attachments (JPG, JPEG, or PNG format) to your email. Please do not send more than 3-5 images. Images must be one or more of the following:

    a. Your own work – you created it the graphic or took the picture

    b. Something that has been shared with you along with permission for sharing (i.e. an event photo or graphic for an event)

    c. Freely licensed

    d. Public domain

    e. Fair use

5. Any needed links or accompanying documents should be included with your submission (i.e. a registration link, event flyer, etc.).

6. If you are advertising an event and would also like it included on the Conference website, please specify this during submission. Be sure to include an event description, title, location and format (online, in person, or hybrid), date, and time.

If you have any questions, please contact Sarah Lohrbach, Support Staff for Communications and Technology, by email (sarahlohrbach@ilucc.org) or phone (708-344-4470).