

Guidelines for Submissions to the Presbytery of Genesee Valley eNews

Submissions are welcomed and encouraged. Items to be included must be relevant to:

- a congregation within the Presbytery,
- a Presbytery committee,
- a special mission supported by the Presbytery,
- or a Presbytery corporation.

We will also publish information about opportunities for clergy and lay people being offered by local, regional and national groups as appropriate.

Please follow these guidelines for submissions:

- Electronic submission only **by the first of every month** to Lisa Bennett at communications@pbygenval.org
- No more than **250 words** (One double-spaced page with 1" margins is 300 to 350 words.)
- Documents in MS Word or .rtf formats – **no PDF**, as it must be able to be manipulated/edited
- Book titles in italics
- Times formatted as a.m. or p.m.; use noon instead of 12 p.m.
- Pictures of events are welcome; jpeg format is best
- Links are encouraged

We are looking in particular for information from churches, including:

- Church Happenings—upcoming events and reports on past events
- Help Wanted—Job openings in churches
- Give and Take—Items needed by churches and ministries and items to be given away
- Special stories that you think might be of interest to the Presbytery

The deadline for each issue is the **first of the month**; the publication date is approximately the tenth of the month. All submissions are subject to gentle editing to accommodate AP Style Writing. Please note that we reserve the right to edit content for grammatical errors and pictures (size only).

If you would like more information pertaining to grammar specifics, visit [the OWL Purdue Writing Lab website](#).