

Website Policies

Editorial Policy

Items to be posted on the Presbytery website must be sponsored by:

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

Items requiring committee approval should be directed to the chair of the appropriate committee.

Employment Postings

Congregations may post brief descriptions (25 words or less) of available church related positions on the Presbytery website. In addition, the posting should provide a contact name and information. Links to email or church websites will gladly be posted. Material should be submitted to the webmaster (*communications coordinator*). Employment opportunities and other information **will automatically be removed after thirty days** unless an extension is requested by contacting the webmaster (*communications coordinator*).

Submission Guidelines

revised November 8, 2011

- Please follow the acceptable formats for submissions listed below
- As indicated above, employment postings may be sent directly to the webmaster (*communications coordinator*)
- Material from a Presbytery committee should be sent to the support staff member who is assigned to work with that committee
- All other materials should be sent to the Operations Manager (*communications coordinator*)

Preferred submission method

The preferred method of submission is via email as plain, unadorned, unstyled, unformatted text with graphics included as attachments. See below for alternative accepted formats. In general, we do not accept printed materials, or scans of printed materials.

All submissions are subject to editing

All text and graphics may be gently edited to improve their appearance or suitability for web presentation, or to conform with our visual design and authorial tone.

Deadlines

The website is updated at least twice weekly—usually Tuesdays and Thursdays. Postings for the website may be sent directly to the Webmaster (*communications coordinator*) and **must be received by 5:00 pm Mondays and Wednesdays** to ensure timely inclusion.

Home page listing

New or updated pages are listed on the [Home Page](#) under “Recent Updates” for about a month, unless they expire sooner. Calendar events are listed under “Coming Events” for events less than a month in the future, and under “Advance Planner” for events more than a month away.

Expirations

Items that have a clear expiration will be removed within a few days following that deadline. Employment opportunities and other information **will automatically be removed after thirty days** unless an extension is requested by contacting the Webmaster (*communications coordinator*).

Links

We will happily link to an item on your web site. Just let us know.

Fonts

Standard web fonts, (Verdana, Arial, Helvetica, Georgia, Times New Roman, etc.) will be substituted for fancy fonts.

“Save as web page” and “Save as HTML” options

Please **DO NOT** use these options when submitting materials. It makes our job much more difficult since we have to undo everything these options do. Just save in your application’s regular format.

Accepted formats

Clip art, graphics and photos

Graphics and photos may be gently edited to adjust their size, or improve their appearance or suitability for web presentation. We can accept graphics in standard JPG, GIF, PNG and *Adobe Photoshop* PSD formats.

Image tips:

- We prefer full-size, full-resolution images so that we can edit and resize them as necessary without degrading image quality
- Photos should be in JPG format. Saving photos as GIF degrades their quality and makes everything look speckled
- Other images (like clip art) should be in GIF or PNG formats. Saving art images in JPG can make them blurry and can introduce other weirdness
- Be certain your clip art’s copyright is licensed for publication on the Web (All Microsoft and PC(USA) clip art is)
- Be certain you have the permission of identifiable persons to publish their photographs
- To protect our children, it is our policy not to publish photos or contact information of minors

Content

- **Microsoft Word and OpenOffice.org Writer**
Microsoft Word and *OpenOffice.org* documents with graphics embedded within them are also accepted and make a convenient alternative to attaching multiple files. Please save as .DOC or .ODT only.
- **Microsoft Excel and OpenOffice.org Calc**
Large spreadsheets will generally be converted to PDF files for downloading. Small spreadsheets may be converted to tables within a web page. Please save as .XLS or .ODS only.
- **Microsoft Powerpoint and OpenOffice.org Impress**
Presentations will generally be converted to *Flash* animations using *OpenOffice Impress*. Please specify when presentations should be downloadable in their native format. Please save as .PPT or .ODP only.
- **Microsoft Publisher**
Publisher documents are accepted **ONLY** as *supplemental material* with which to make a PDF file (see below.) Please save as .PUB only. Please supply your text and graphics separately if submitting a *Microsoft Publisher* document, since *Publisher* makes it a real pain to copy your text and graphics into a webpage.
- **Adobe Acrobat PDF files**
PDFs are welcome **ONLY** as *printable forms* or *supplemental material* for downloading. PDFs are not intended to be substitutes for web pages, nor can they be easily disassembled so web pages can be made from them. Separate graphics and text are required when submitting PDFs. Where appropriate, we make PDF files from your submitted materials. When submitting your own PDFs, please be courteous to our many visitors with traditional telephone modems by reducing the size, resolution and quality of images in your document. When in doubt, submit your original document and we will make the PDF for you.
- **Macromedia Flash Animations**
Flash animations are accepted as standalone items. We do not include animated components within our web pages. Please save as .SWF only. Please supply descriptive text and any included text separately.

Adopted by the former Administration Committee on October 1, 2001, Revised July 1, 2010