



WEBSITE POLICY

Editorial policy

Items to be posted on the Presbytery website must be initiated and sponsored by content creators including:

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

Content creation

Presbytery committees and working groups are responsible for reviewing relevant website content and providing updates to the communications coordinator for publication on the website. This content includes, but is not limited to, updating annual schedules, forms, resources, committee policies, and contact information. Regular, periodic review of relevant web pages including [Committees & Working Groups](#) pages, [Documents & Forms](#) pages is recommended two times annually—September, February. Items requiring committee approval should be directed to the chair/convener of the appropriate committee.

Presbytery congregations can submit information for their church-hosted events for inclusion on the Presbytery events calendar [using this form](#) and for [position openings](#) at their church. Position descriptions should be submitted as a .doc or .PDF and should include a contact name and links to an email address and church website. Material should be submitted to the communications coordinator. Job descriptions for positions outside of the Presbytery **will automatically be removed after 30 days** unless an extension is requested by contacting the communications coordinator.

Submission Guidelines

- Follow the acceptable formats for submissions listed below
- Submit all materials to the communications coordinator—materials from a Presbytery committee should also be copied to the support staff member who is assigned to work with that committee so they are aware of the updates
- Include all links associated with your content

Submission method

Submit materials via email as plain, unadorned, 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 appearance or suitability for web presentation and to conform with our visual design and authorial tone.

Publication expectations

The website is being continually updated but is subject to the part-time schedule of the communications coordinator. Postings for the website may be sent directly to the communications coordinator with a request for a date of publication to ensure timely inclusion.

Expirations

Items that have a clear expiration will be removed within a few days following that deadline. Employment opportunities outside of the Presbytery and other information **will automatically be removed after 30 days** unless an extension is requested by contacting the communications coordinator.

Fonts

Standard Web fonts for the Presbytery will be substituted for all other fonts at the discretion of the communications coordinator.

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

Please **DO NOT** use these options when submitting materials. Save materials 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/suitability for Web presentation. We can accept graphics in standard JPG, GIF, PNG using the guidelines below.

Image tips:

- We prefer full-size, hi-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
- 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 imperfections
- Be certain your clip art’s copyright is licensed for publication on the Web (all Microsoft and PCUSA clip art is licensed)
- Be certain you have the permission of identifiable persons to publish their photographs: photo release form ([adult](#)), photo release form ([minor](#))
- To protect our children, it is our practice not to publish contact information of minors or their photos unless we have obtained a release form from their parent/guardian

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.
- ***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.

Adopted by the former Administration Committee 10/1/01; Revised 7/1/10; 7/25/23