

Guidelines for an Eastern Shore Episcopalian Article

1. All articles must be approved prior to sending

- a. To reserve space for the ESE, please contact Maggie Michaud before the due date, see chart below for due dates
- b. You will need confirmation from Maggie that you will be in the issue BEFORE you write your article
- c. You must get approved for each issue, having space in one issue does not guarantee space in all issues
- d. Any article that does not have approval will not be given a place in the next issue

2. Due Dates

- a. All articles must follow the due dates listed below

Schedule for 2016				
	Winter	Spring	Summer	Fall
Issue Published	February	May	August	November
Article Approval by	December 21, 2015	March 21, 2016	June 20, 2016	September 19, 2016
Article Due Date	January 4, 2016	April 4, 2016	July 5, 2016	October 3, 2016

- b. Information can be sent at a later date ONLY if you have contacted Maggie prior to the due date

3. Word Limits

- a. After you have received confirmation that you will be in the issue of the ESE, you will be given a word limit based on the amount of space left (the earlier we know you want to write something, the more space we may have)
- b. 300 words for a half page
- c. 650 words for a full page
- d. We would love pictures, but you will have to have to go below the word limit in order to keep to your page size
- e. If you exceed your word count, with or without pictures, you have given the diocese permission to edit down your article

4. Contact

- a. If you have any additional questions or want to place an article in an issue of the ESE, please contact Maggie at Maggie@dioceseofeaston.org
- b. You may also contact the diocesan office at 410-822-1919