

Nassau Generations 2008 Submission Guidelines

Issue	Articles Due (noon)
March	Feb. 5
April	March 6
May	April 7
June	May 6
July	June 9
August	July 7
September	Aug. 8
October	Sept. 5
November	Oct. 9
December	Nov. 6
January	Dec. 5

Content: All submissions will be reviewed and edited by the staff of Nassau Presbyterian Church. Priority of space will be given to those articles relevant to church events occurring in the issue month. Reference to events scheduled to take place in future months, in most instances, will not be included in the newsletter, at the discretion of the church staff.

Method of Submissions: The preferred method of submission is Microsoft Word attachment (.doc) by e-mail, sent to newsletter@nassauchurch.org. E-mails must have a send date before noon on the date indicated in the accompanying table. Shorter submissions may be given in the body of an e-mail to the same address.

Style of Submissions: Do not use any formatting, aside from italics (for titles, not emphasis). This includes bold text, indents, double-spacing, bullets, centering, etc. Text only, please. Furthermore, all

exclamation points will be removed. If your sentence loses meaning, or seems odd without an exclamation point, please change or remove the sentence.

Final Product: *Nassau Generations* seeks to provide information which is usable, and not overwhelming. Submissions may end up being presented as-is or edited. This choice will be made by the church staff. In these instances, the important ideas of the submission will be kept, while “filler” will be reduced significantly. In all cases, submissions will be considered with care by many staff members before reaching your mailbox. The result may not be the exact article you sent us. It will be checked for consistency, grammar, punctuation, accuracy, and rearranged, if necessary, to be more readable.