

BULLETIN ARTICLE POLICY

Bulletin information may be restricted depending on the number of pages, articles or space available for each bulletin. The following guidelines will be followed:

- All submissions must come from authorized parish ministries leaders. Input from individuals cannot be accepted and will be routed to the parish ministry leader.
- Articles may be submitted in two ways:
 - 1) Use the Bulletin Article Submission Form, which is available at the front desk and on-line. They may be brought to the parish office or faxed to 625-1084.
 - 2) Send an email to cfishgold@diocesetucson.org. Use the Bulletin Article Submission Form as a guide to include all information needed.
- Pictures may be submitted. The Preferred format is a jpeg file. Digital images must be high resolution in order to be sharp. All images must be at least 300 PPI. If an image does not have the appropriate amount of PPI it will not be used.
- Articles composition:
 - 1) 250 word limit per article. Articles may be edited for length and content as needed. If major changes are needed, the submitter will be contacted by the editor.
 - 2) The same bulletin article shall run no longer than 2 consecutive Sundays. If tickets are necessary, “ads” may run 3 weeks by special request. Expectations may be made at the discretion of the bulletin editor.
- It is important that the editor be advised of any changes in times or dates in articles that have been already submitted for publication.
- Deadline: The deadline is always in the Sunday Bulletin. Submissions must be in the bulletin editor’s office no later than Monday morning, ten working days before the bulletin issue date. This may be earlier if there is a holiday deadline. Late entries will be accepted at the discretion of the Bulletin Editor.
- NO Inserts – unless approved by Fr. Maldonado. In its place, a larger article will be put in the Bulletin. **(Space Permitting)**
- The Editor along with the Pastor, will be the sole arbiters of bulletin content.

See the reverse for the Bulletin Article Policy

Date Submitted_____

Submitted by _____

Telephone _____ **E-Mail Address** _____

Weekend dates to appear in the bulletin_____

Article caption_____

Text: (Please include who, what, where, & when in your articles. Try and be concise).

[illegible]