



Deadlines for 2016

“News of the Anglican Community”

Stories, feature articles, opinions, prayers, photographs and graphics – are always welcome. We can’t promise that everything will be published - there are space limitations – but we’ll do our best. Stories will be edited for style, length, and tone, in order to maintain a consistent style, and of course they should be of interest to the diocese as a whole.

TOPIC is mailed within the national newspaper, the Anglican *Journal*. This arrangement greatly reduces mailing costs (to less than half what it would otherwise be), but it makes for an early deadline. Please check the deadlines below and submit items before or on the deadline date.

Deadline for submissions on FRIDAY	Month of issue	Events for Promotion must be scheduled after	Festivals & Holy Days current during this month’s issue
Nov. 27, 2015	January 2016	Jan. 10, 2016	
Dec. 18, 2015	February 2016	Feb. 10, 2016	Ash Wednesday (February 10)
January 29, 2015	March 2016	Mar. 10	Easter Day (March 27)
February 26	April	Apr. 10	
March 25	May	May 10	Ascension (May 5)
April 29	June	June until Sep. 10	Pentecost (May 15)
NO TOPIC in July or August			
July 22	September	Sep. 10	
August 19	October	Oct. 10	Thanksgiving (October 10)
September 23	November	Nov. 10	Advent starts November 27
October 28	December	Dec. 10	
November 25	January 2017	Jan. 10, 2017	

Please note that events for promotion in the Around the Diocese section need to be scheduled after the 10th of the month. Send material in as soon as you can to ensure your story will be timely. If you are having a special event, let us know about it well in advance.

It’s helpful if you can call first to let the editor know that the story or picture is coming. Call Randy Murray at (604) 684-6306, ext. 223. For the story itself, e-mail is the current standard method (sent to rmurray@vancouver.anglican.ca) Digital photos are preferred - resolution must be **180 dpi or higher**. Stories can be faxed to (604) 684-7017 or mailed to the Editor, TOPIC, Diocese of New Westminster, 1410 Nanton Avenue, Vancouver, BC, V6H 2E2. Please provide the name of a contact person and a phone number or an email address in case there are questions.

It's easy to submit your stories to



It is TOPIC'S mission to help Anglicans throughout this diocese tell each other what they're up to throughout the Lower Mainland and up the coast as far as Powell River and beyond. But we need submissions from parishes. Without contributions from people like you, we have no way of knowing how your parish is doing and helping to spread the Gospel. Here are some guidelines:

Who can submit articles?

Anyone can. We are pleased to hear from anyone with an interesting item and/or photo(s) to contribute.

What constitutes a desirable article?

Something you're doing in the parish that you want to share with the greater diocese. For example, a new ministry, a fundraiser, a new building, a new organ, a new stained glass window and so forth.

Articles can be about unusual or unique elements related to a common occurrence. For example, the bishop making her regular visit to the parish is not unusual, but if the bishop is visiting for a special reason, that will make for an interesting article.

Give lots of details. Include a little about the parish itself so people who may never have visited will get a sense of who you are. **IMPORTANT!**

Send pictures!

As they say, "a picture is worth a thousand words." Especially if the pictures are candid, close-up, well lit, and one to three people! Try not to send a picture of a group of people lined up

smiling for the camera. We don't need to see each person head to toe; it's the faces that count. Identify people from left to right. When sending in photographs, please send them at high resolution – **180 pixels per inch** at what would be a **8x10"** print, is a minimum requirement. Please **DO NOT** send the photo embedded in a **word** or **pdf** document and **DO NOT** send in a url to a photo access website. Just attach .jpg file(s) to your emails or contact the editor about **dropbox** accessibility.

Write about people.

Especially interesting are profiles of people who have contributed significantly to the life of a parish. These may include long time parishioners, newcomers and youth.

How long should an article be?

There is no hard and fast rule. In TOPIC, most feature stories are about half a page and contain 600 to 800 words. Write your story as long or as short as you think suitable.

How to submit articles:

It's helpful if you can call first to let the editor know that the story and images are coming. Call Randy Murray at (604) 684-6306, ext. 223.

For the story itself, e-mail is the current standard method (sent to rmurray@vancouver.anglican.ca).

Digital photos are preferred - resolution must be a minimum of 180 dpi. Stories can be faxed to (604) 684-7017. Mail to the Editor, TOPIC, Diocese of New Westminster, 1410 Nanton Avenue, Vancouver, BC, V6H 2E2. Please provide the name of a contact person and a phone number in case there are questions.

Deadlines:

TOPIC is a monthly publication. Items must be received no later than the **deadlines contained in the accompanying list which is either the last or penultimate Friday of the month for the month-after-next's issue.** Earlier is always preferred.

We can't promise that everything will be published - there are space limitations. All stories will be edited for style, length, and tone, in order to maintain a consistent style.

Send the submissions in as soon as you can to ensure your story will be timely. If you are having a special event such as a fundraiser or reunion, let us know about it well in advance.

If you have immediate news items to share, please send the stories and photos to rmurray@vancouver.anglican.ca for posting on the diocesan website: www.vancouver.anglican.ca

This guide was adapted (with thanks) from a guide in the Diocesan Times, the newspaper of the Diocese of Nova Scotia and Prince Edward Island, written by Penny Murdock.

**TOPIC ADVERTISING POLICY**

Advertisers with a product or service to sell, or an opinion to express, may purchase space to carry their messages in *Topic*, the monthly newspaper of the Diocese of New Westminster.

We accept no advertising for liquor, tobacco, small loans, lotteries or any other gambling. All advertising in *Topic* must meet the standards of good taste and be graphically and stylistically compatible with the visual format of the *Topic* publication.

Topic abides by the Canadian Code of Advertising Standards, to which all major advertisers associations, large corporations, business and retail companies subscribe as the standard for advertising. That means that each advertisement is examined from a number of different viewpoints, including good taste, moral tone, honesty and suitability to try to eliminate false or misleading advertising and to maintain public decency.

The *Topic* editor or his/her designate will determine the suitability of any advertisement in *Topic*.

Topic Editor and Senior Synod Staff
(Revised May 2010)

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