Deadlines for 2023

"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, to maintain a consistent style, and of course they should be of interest to the entire diocese.

TOPIC is mailed 8 times a year within the national publication, 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. An high quality print is also posted online, usually a few days before **TOPIC** is received by mail. 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 these months
Nov. 25, 2022	**Jan/Feb** 2023	Jan. 10, 2023	
No Submissions			Ash Wednesday (Feb.22) Easter Day (April 9) Ascension (May 18) Pentecost (May 28)
January 20, 2023	**March**	Mar. 10	
February 24	**April**	Apr. 10	
March 24	**May**	May 10	
April 28	**June**	June until Sep. 10	
NO TOPIC	in July, August or October		
July 21	**September**	Sep. 10	
September 29	**November**	Nov.10	Advent I December 3
October 20	**December**	Dec. 10	
November 24	**January** 2023	Jan. 10, 2024	

Please note that events for promotion 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. Ten weeks is recommended

It's helpful but not mandatory to call first to let the editor know that the story and/or pictures are coming. Call (604) 684-6306, ext. 223. For the story itself, email is the current method (sent to info@vancouver.anglican.ca) Digital photos (.JPG) are required - resolution must be **180 dpi or higher and please include photo credits and captions.**

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, Fraser Valley, and up the Sunshine Coast as far as Powell River and beyond. But we need submissions from parishes. Without contributions, 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. We do not accept third party or anonymous submissions.

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, compassionate service to the community and beyond, international mission, building renovations for ministry to name a few.

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

Send pictures!
As it is often said, "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 submitting photographs, please send them at high resolution – **180** pixels per inch at what would be an **8x10 inch** print, is a minimum requirement.
Many of us exclusively use smart phones to take photographs. Please remember to position your subject against a neutral or dark background. Do not point the phone lens toward windows or light sources as the light will be magnified and blow out the subject. Email them at **LARGEST RESOLUTION.**
Please **DO NOT** send photos as collages and do not embed them in a **WORD** or **PDF** document and **if using** a photo access website, please limit the post to 12 images. **If** sending the photo by email **DO NOT** reduce the size. And please include **PHOTO CREDITS.**

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. **However, opinion pieces are always welcome, as are letters to the editor.**

How long should an article be?
There is no hard and fast rule. In TOPIC, most feature stories are about two thirds of a page and contain 750 to 1000 words. Write your story as long or as short as you think suitable.

How to submit articles:
If you have any questions about your submission, please contact the editor at (604) 684-6306, ext.223.

For the story itself, email is the method (info@vancouver.anglican.ca). Please do not send the story as a PDF. **Content in WORD or in the body of an email please.**

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, to maintain consistency**. Edited pieces will not be returned to the author for approval.**

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 a minimum of 10 -12 weeks in advance.

If you have immediate news items to share, please send the stories and photos to info@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.

www.vancouver.anglican.ca
TOPIC
Diocese of New Westminster

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 publication of the Diocese of New Westminster posted and distributed 8 times per year.

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 several 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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