



# GUILDWOOD VILLAGE

COMMUNITY ASSOCIATION Est 1958

## Guidelines for Content Submission to Guildwood News & Views

Revised March 2024

Thank you for contributing information that is relevant to our community members. Below you'll find important guidelines regarding the articles and ads to be submitted and ask that you review them carefully. **Please email all article drafts to [newsandviews@guildwood.ca](mailto:newsandviews@guildwood.ca)**

### Articles

**Format:** Word or text version is preferred in order to allow for editing and proofreading

**Word count:** Up to a maximum of approximately 2000 words

**Photos/images:**

- Will appear in black & white in the printed version of the publication and in colour on the web site (guildwood.ca).
- Please send 1 to 10 relevant photos from which we'll select the "best" ones to print.
- If photos are placed into your WORD document, please **also** submit photos as separate jpg files.
- Include the photographer's name or copyright owner.
- Provide a headshot of the person writing the article or a logo of the association, if possible. This will be displayed as a small thumbnail image under the headline.
- We will contact you if format or size/resolution is not acceptable.

**Categories of articles published:**

- Upcoming events or review of past Guildwood events
- Community heritage
- Hobbies and Sports
- Environment/nature information
- Church, school and library news
- Updates from local political representatives
- Health & Wellness
- Acknowledgement and gratitude
- Local infrastructure updates
- Advertising local services
- Regular features such as "Music to Our Ears" and "Guildwood's Got Talent"
  - NOTE: The intention behind articles profiling local "talented" Guildwood residents is simply to share success stories of our friends and neighbours without marketing any particular goods and services.

## **Media guidelines for advertisers**

1/4 page: 3.75 inches wide X 4.75 inches tall

1/2 page: 7.75 inches wide X 4.75 inches tall

Full page: 7.75 inches wide X 9.5 inches tall

Business card: 3.5 inches wide X 2 inches tall

Please supply PDF, JPG, or TIFF file, minimum 300 dpi. CMYK colour format preferred - ads will be in Grayscale for the print version but will be in colour in the online version.

**NOTE:** All ads should be submitted to [advertising@guildwood.ca](mailto:advertising@guildwood.ca) with a copy to [newsandviews@guildwood.ca](mailto:newsandviews@guildwood.ca)

## **Submission deadlines\***

<b><u>Issue</u></b>	<b><u>Articles due to N&amp;V Editor</u></b>	<b><u>Ads due to Advertising Coordinator</u></b>	<b><u>Edited articles due to N&amp;V Graphic Designer</u></b>	<b><u>Distributed to houses</u></b>
<b>Spring</b>	March 15	March 29	March 29	Mid-May Note: no events listed before May 17
<b>Summer</b>	June 15	July 6	July 6	Mid-August Note: no events listed before Aug 24
<b>Fall</b>	September 15	September 29	September 29	Mid-November Note: no events listed before Nov 10
<b>Winter</b>	December 8	December 22	December 22	Mid-February Note: no events listed before Feb 12

\* All dates subject to change

***PLEASE NOTE: The News & Views editorial team (including the Editor, proofreaders, graphic designer and GVCA board members) reserves the right to edit all articles submitted, and/or deny the publication of content where deemed necessary.***