



GUILDWOOD VILLAGE

COMMUNITY ASSOCIATION Est 1958

Guidelines for Content Submission to Guildwood News & Views

Revised June 2023

Thank you for contributing information that is relevant to our community members. Below you'll find guidelines regarding the articles and ads to be submitted and photos/images that can accompany them.

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:

- 1 to 10 relevant photos.
- If photos are placed into your WORD document, please **also** submit photos as separate 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.
- Please note:
 - we will contact you if format or size/resolution is not acceptable
 - photos will appear in black & white in the printed version of the publication and in colour on the web site (guildwood.ca)

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 politicians
Health & Wellness
Fun corner
Acknowledgement and gratitude
Local infrastructure updates
Advertising local services
Regular features such as "Music to Our Ears" and "Guildwood's Got Talent"*

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 10 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.

2023 Submission due dates for News & Views

<u>Issue</u>	<u>Article Submission Deadline</u>	<u>Ads Due</u>
Spring 2023	March 15	March 31
Summer 2023	June 15	July 6
Fall 2023	Sept 15	Sept 29
Winter 2023-2024	Dec 15	Dec 29

2024 Submission due dates for News & Views (tentative)

<u>Issue</u>	<u>Article Submission Deadline</u>	<u>Ads Due</u>
Spring 2024	March 15	March 31
Summer 2024	June 15	June 29
Fall 2024	Sept 16	Sept 30
Winter 2024-2025	Dec 9	Dec 20

** Please note that 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.*

IMPORTANT: 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.