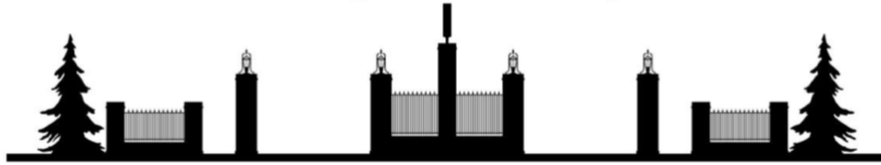


# Guildwood Village Community Association



## Guidelines for Content Submission to Guildwood News & Views

Drafted November 2022

Thank you for contributing information that is relevant to our community members. Below you'll find guidelines regarding the articles 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)

### Timelines:

Deadlines for submitting content are posted on our website at <https://www.guildwood.ca/news-views>

### 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  
Miscellaneous

***NOTE: The News & Views editorial team (includes 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.***