



St. Jane Frances de Chantal Parish

Parish Bulletin Guidelines, Version 4

Updated 1/9/2022

The St. Jane Frances de Chantal parish bulletin informs parishioners of parish happenings, helps parishioners grow in their faith, and proclaims the Gospel of Jesus Christ. **All parish bulletin content supports this mission.**

Please review and follow the following guidelines as you submit articles or events to be included in the parish bulletin.

All content decisions are made at the discretion of the Communications Facilitator and Business Manager.

I. Format

Font

All titles are printed in Century Gothic Bold at 14 pt. and 1sp. Exceptions include:

- Instances in which space prohibits the use of 14 pt. or 1sp.
- Instances in which titles are pre-formatted and cannot be changed (e.g. images, flyers, inserts)
- Instances in which a different title font has been selected as part of a unique advertising campaign

All body text is printed in Calibri at 11 pt. and 1sp. Exceptions include:

- Instances in which space prohibits the use of 11 pt. or 1sp.
- Instances in which body text is pre-formatted and cannot be changed (e.g. images, flyers, inserts)
- Instances in which a different body font has been selected as part of a unique advertising campaign

Text

The parish bulletin follows MLA Style and uses the Oxford comma.

All text is justified. Hanging words are pushed to the next line with kerning adjusted accordingly. Hyphenated words (e.g. co-founder) may be split across two lines.

Listings (e.g. from A—B) contain an emdash between item A and item B.

Numbers through ten are spelled out; numbers above ten are represented as numerals.

Superscript

Superscript is used in dates listed without a year. Superscript is also used for all numbers that contain ordinal indicators (st, nd, rd, th).

- January 1, 2000
- January 1st
- 12th grade

Times

Times include both hours and minutes with am and pm adjoined to the time without periods. Noon and Midnight are not written with numerals.

- 11:00am
- 7:45pm
- Noon
- Midnight

Bulletin Contributor Information

Bulletin contributor information is listed level with articles in the following format:

Contributor Name
Job description
(additional job description)
Email@sjfparish.org
Ext. ###

II. Event Listings

Information about events listed in the parish bulletin must be submitted at least one week prior to when the listing should begin. Each listing runs for a maximum of two weeks; exceptions may be requested for special parish functions such as Lent or Advent schedules, Fish Frys, missions, etc.

All requests are submitted at sjfparish.org/bulletinsubmission following the form guidelines listed there. These events must:

- Have a title, date, and description. You may attach an image if you would like a specific image listed (i.e. a logo or another associated image).
- Descriptions must be limited to 100 words or less. Consider limiting content in the bulletin and providing additional details on our parish website at sjfparish.org/events.
- Photos and images should be as high resolution as possible. Avoid using clipart. All copyrighted photos and images must be licensed for use in print or online publishing.
- Each listing runs for a maximum of two weeks unless otherwise specified. Longer listings may be requested but are in no way guaranteed. Please plan your event submission dates accordingly.
- Events are listed by date. An event which will occur in two weeks will be given priority listing over an event which occurs in a month.
- In-parish advertisements may run as a quarter to half-page featured ad based on availability. If you desire (or don't desire) a featured ad, please indicate it in the Notes section of the form.
- Certain events are eligible to be given a front-page feature. This spotlight is reserved for parish events, missions, or other events determined at the discretion of the Communications Facilitator and the Pastoral Associate.

III. Articles

Submit articles using the form at sjfparish.org/bulletinsubmission. Only the pastor is guaranteed a spot in the bulletin each week.

Please submit your article by Noon the Monday before the date you wish your article to appear in the bulletin. If you prefer a long article to run in its entirety in one bulletin, please indicate this in the Notes section of the submission form.

All bulletin articles **must be faith-based and serve the mission of the bulletin**.

The Communications Facilitator reserves the right to trim or not to include an article due to space restrictions, particularly if a parish event listing takes precedence.

IV. Content Restrictions

St. Jane Frances de Chantal reserves the right not to publish articles related to political, social, or personal topics, as well as topics otherwise inappropriate for a faith-based bulletin. We acknowledge the diverse viewpoints and beliefs represented within our parish community; however, the bulletin is not the appropriate medium to share such opinions.

V. Deadlines

The parish bulletin is currently submitted for proofreading **on Monday after 4:30pm**. The parish bulletin is currently submitted for publication **on Monday after 6:00pm**. If you require a last-minute change, contact the Communications Facilitator at bulletin@sjfparish.org before the proofreading deadline.

It is unlikely that an entirely new event listing can be included on the Monday of submission. If you require a last minute event listing in an upcoming bulletin, please submit it by Noon the Sunday before (or earlier, if possible).

Articles may be submitted up until Noon on the Monday of publication.

Holiday bulletins require additional time for publishing. A schedule will be released specifying submission dates for these bulletins. If no schedule is released, submit all content at least five days earlier than the normal deadline.

VI. Capitalization

The parish bulletin capitalizes:

- Church (when it refers to the religious institution)
- He (when it refers to God or Jesus Christ)
- Her (when it refers to the Church)
- Mass

VII. Submitting an Event Listing or Article

Visit sjfparish.org/bulletinsubmission to submit an event listing or article for publication in the parish bulletin.

VIII. Content Sources

Content submitted to the parish bulletin should be original or sourced from legitimate, reputable sources.

All sources must be properly attributed. Do not submit information taken from another source without attributing it. Attributions like “anonymous” or “unknown source” do not count as credible sources.

An example of a legitimate, reputable source is aod.org. An example of sources that are not legitimate or reputable include social media platforms like Facebook or Twitter (if the account is unverified).

Do not submit information taken from social media unless the information comes from verified, legitimate, reputable sources (e.g. Pope Francis’ Twitter account, @Pontifex).

*These bulletin guidelines are subject to change.
Visit sjfparish.org for the most up-to-date guidelines.
Direct any questions to bulletin@sjfparish.org.*