

## Procedure for Submission of Articles to Church Publications

1. All articles submitted for inclusion in the Order of Service, Scope, InfoNet and our church's website must be submitted to the Communications Working Group. To send an article for publication, email it to: [pubs@uustpete.org](mailto:pubs@uustpete.org). Articles submitted directly to the office may delay publication.
2. You can indicate the preferred publications for your article – e.g., “for InfoNet and Scope.” Please remember that the primary purpose of the website is to attract visitors to our church; whereas, the OOS, InfoNet and Scope are intended for members, friends and visitors.
3. Deadlines:
  - a. The deadline for submission of articles to Scope is the 20<sup>th</sup> of every month
  - b. The deadline for submission of articles to InfoNet is noon on the Thursday of the week.
  - c. The deadline for submission of articles to the Order of Service is noon on the Thursday of the week.
  - d. Items to be sent out immediately can be requested as “InfoNet Flash” service.
  - e. All suggested changes to the website will be discussed with the church webmaster prior to implementation.
4. Content:
  - a. Please be as brief as possible, and include the important information in the first paragraph: “what,” “where,” “when,” “why” and possibly “how.”
  - b. If an article is too long, the paragraphs toward the end of the article may be deleted, so it's important to include the important information in the first paragraph.
5. Please remember all submissions are subject to editorial review.