

Broken Bay News Editorial Guidelines

Length: 450 words max.

Format: Saved as a "Word" doc, or saved as "Text Only"

Delivery: by e-mail or on disk

Deadline: 1st of the month, one month prior to publication.

Photographs: If taken with a digital camera, save in jpg format and send by e-mail or on disk. If prints, **send the original prints, not a scan**. Ideally, all photos should be in focus and captioned with the names of everyone in the shot (left to right), when and where the shot was taken.

We welcome contributions and ask that all information be verified for accuracy and context. Information is published in good faith provided it is a fair and accurate report of events.

The Broken Bay News is the official publication of the Diocese of Broken Bay and all published material is subject to approval from the Bishop's Office. Copy may be edited and publication cannot be guaranteed. It is the editorial policy of the Broken Bay News not to republish material that has appeared elsewhere in the print media, unless prior agreement has been reached with the Editor.

Please contact the Editor if you require further information.

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