



Hello, my name is Lorna Andronikou and I am the Coordinator of St. Andrew's ConnXions Newsletter. You may already know this, but just in case you need a refresher, ConnXions is published bi-monthly in print and digital format to outline all the happenings at St. Andrew's. We highlight the work that is happening on our various Ministry Teams. We hope this information is helpful to outline the guidelines for our ConnXions newsletter.

If you or your Ministry Team wants to submit an article to ConnXions, you can always find the deadline for submission in the previous ConnXions issue on the back page.

The guidelines for submitting an article include the following: please submit your article in Word format. We are unable to appropriately proofread articles if they are submitted in PDF, Excel, jpeg, or other formats. We WILL accept articles in email format if that is easier for you. Essentially anything we can receive via unformatted text is best.

The word Count! Please make sure your articles fit the criteria for word length. If you wish to submit a full-page article, 700 words is the maximum allowable word count. If you submit a full-page article WITH a photo or a graphic, the maximum word count is 500 words. If you want to submit a ½ page article, the maximum word count is 350 words. Does this mean you need to count every word you type? No! Did you know by using Microsoft Word you can easily look at the bottom left-hand corner of your screen and it will tell you how many words you have typed so far! Great way to keep track and also a great way to make sure you won't receive a return email from the ConnXions Team reminding you about the word count with a suggestion that you revisit your article!

Okay, so what if you have a photo or a graphic to submit? Please submit them separately from your article and do not embed the photos into the article you are submitting. This means you need to upload your attachment separately, but in the same email. Please make sure your photos and graphics are high resolution with a 300 dpi otherwise we are unable to use them.

Lastly, please know we have a proofreading team that supports your submissions behind the scenes. This team reviews all written articles and catches any typos. This team also takes minimal liberties with editing articles for clarity so if you see minor corrections to the printed text from what you originally submitted, please know we have your best interests in mind to make sure your article is clear, concise, and easily readable.

Thank you for your interest in upcoming news and events at St. Andrew's! Please feel free to reach out if you have any questions to our newly created email address: [ConnXions@standrewscalgary.ca](mailto:ConnXions@standrewscalgary.ca) and the ConnXions Team would be happy to hear from you!

A handwritten signature in blue ink that reads "Lorna Andronikou".

Lorna Andronikou

ConnXions Coordinator

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