

**ALONG THE WAY NEWSLETTER  
SUBMISSION GUIDELINES FOR  
THE EPISCOPAL CHURCH OF WESTERN NORTH  
CAROLINA**

The Episcopal Diocese of Western North Carolina is dedicated to celebrating the stories and events taking place around the diocese and beyond. We do so with our weekly diocesan newsletter, *Along the Way*.

Our **weekly diocesan newsletter** is focused on sharing important diocesan-wide announcements, parish events, job openings, camp and conference center news, events and stories from the wider Episcopal Church, and occasional relevant WNC community news/events. The newsletter is released to the diocese every week at **5 p.m. on Wednesdays**.

**SUBMISSION DEADLINE: 5 p.m. TUESDAYS**

Your submission will be considered among the many submissions received each week. It must be submitted by **5 p.m. on Tuesdays** to go into the current week's newsletter. Otherwise, it will be considered for the following week's edition. Below are the requirements for submission:

**SUBMISSION GUIDELINES**

**PHOTOS**

*Along the Way* is a graphics-based newsletter, so a photo/graphic must be submitted with **every entry**, or the editor may choose a stock photo to run with your submission.

We kindly request the following format for photos/graphics:

1. Accepted file formats: .png or .jpg
2. Best dimensions: Square (400x400 px) or Horizontal (600x400 px)
3. File size: no bigger than 2 MB

**EVENTS**

To submit an event, please provide the following:

1. Quality photo (see guidelines above)
2. Event Title
3. Short descriptor (about 40 words)
4. Date, time, and location of the event
5. A link to an event page on your website, Facebook, or news article about event.

**STORIES**

Our Missioner for Communication will consider interviewing relevant people to write a story about happenings in your parish.

Stories can be about new ministries, history and anniversaries, church renovations, innovations, donations, and other outlets of sharing Christ's love in the world. Be

creative! We encourage you to reach out to Sinclair, [sinclair@diocesewnc.org](mailto:sinclair@diocesewnc.org), with story ideas.

You may also submit your own article.

To submit for the stories section, please provide the following:

1. Quality photo (see guidelines above)
2. Short description (about 50 words)
3. Link to a written article (may be published on your website, a newspaper, ENS, etc.)  
OR a PDF of a written article. (We strongly recommend publishing your article!)

Note: We can publish written articles about your parish or ministry on the diocesan website. **We do NOT use the website to publish upcoming parish events.**

See our Content Guidelines below for more information.

## CONTENT GUIDELINES

1. Your submission must be relevant to the Diocese of WNC and its parishes or the wider Episcopal community. The newsletter editor has the right to eliminate submissions at their discretion.
2. **Photos** MUST be submitted with explicit permission. If a photo is submitted that does not have the usage rights ensured, the Diocese of WNC is not responsible for its improper usage and the submitter will be accountable.
  - a) Recommended resources for stock images: Canva, Unsplash, Pixabay
3. **Stories** might be about a particular ministry, something special that your church/organization has started doing recently, becoming beloved community, the history of your church, etc. We can publish stories on our [diocesan blog](#), but we will not publish articles about **upcoming** parish events. Exceptions to this rule are at the discretion of the editor, most often made for big anniversaries or new events with a large community impact.
4. The Diocese of WNC does not accept submissions that are inflammatory, explicit, or aiming to sell products. If you have a question about whether your submission is appropriate, please contact our [Newsletter Editor](#).