

Stonehouse News - Guidelines for Contributors

Stonehouse News reports quarterly on local events & activities and aims to include articles of interest to the Stonehouse Community.

Examples of what we include:

- Reports of recent events and achievements.
- Information about regular activities or opportunities in the area.
- Promotion of forthcoming events.
- Information about special Stonehouse people, places or historical events.

If you prepare a draft article for publication, please don't forget to include Who, What, When and Where. Normally we allow up to about half a page for an article - preferably with a photograph. This corresponds to 250 to 300 words. If we need to edit it, we will return it to you for your approval before printing.

To ensure a good quality photo in the newsletter, we need a good quality digital image (300 pixels per inch if possible) emailed as a JPEG. Photos are reproduced in black and white (B&W). Colour photos are fine since we will convert them to B&W. Your photo needs to be at least 1200 pixels wide. The more pixels the better quality it will appear on the page.

Contributions from Schools

Please ensure that draft articles are of interest to the general Stonehouse community. Do not feel that you have to send a contribution for every issue if you have no particular news at this time.

Examples of what we include:

- activities with or for the residents or businesses of Stonehouse
- particular successes of individuals or groups of students from Stonehouse
- new initiatives such as buildings or facilities - particularly if they will impact on the community
- events that the public may attend

If it is possible to get a student/pupil to write an article we would welcome this, as it helps us to include a variety of voices.

We particularly welcome a photograph (or, even better, a choice of photographs) with caption. We like to include the names of those featured in photographs. If they include students/pupils, please confirm that they, or their parents, have no objection to the inclusion of their name(s). Most people - and their family and friends - are delighted to see their photograph in the newsletter and are happy to have their name included.

Contributions for inclusion in the next edition should be emailed to deputyclerk@stonehousetowncouncil.com or handed in at the Town Hall. Please include **your contact details** (in case we need further information).

If you intend to submit a contribution, it would be helpful if you could let us know in advance.