

# Bollettino Submission Guidelines

January, 2014

## Branch Reports

### Submission Deadline

Reports **must** be received at the I.C.F. office by the **10<sup>th</sup> of the month *prior* to the month of publication (except for the Aug./Sept. issue)**. For the year 2014 the deadlines are as follows:

January 10 for February issue

February 10 for March issue

March 10 for April issue

April 10 for May issue

May 10 for June issue

June 10 for July issue

August 1 for August/September Convention issue

September 10 for October issue

October 10 for November issue

November 10 for December issue

December 10 for January 2015 issue

### How to Submit

It is mandatory to send your Branch report via email.

To eliminate lost emails due to Spam filters, when sending your report please write in the subject line of the email the following:

### Branch #--, Report

Due to the various computer viruses out there I do not open emails titled "Hi" or ones that have no label.

From this point on, please send your Branch report to:

[icfeditor@gmail.com](mailto:icfeditor@gmail.com)

I will send you a response once I receive your report. If you do not hear back from me by the 13<sup>th</sup> of the month please contact me.

Please also know that I do still make mistakes, and apologize for omitted Branch reports or photos. I am working out the kinks on my end as we attempt to streamline this process.

### **Attachments:**

If you are emailing your report as an attachment please do so in Word and save the report with your Branch number as the title. Reports may also be written in the email message area.

When attaching a photo please save the same way, i.e., "Branch #--, photo 1." This will help me keep them with the right Branch and District. You can write the photo caption in the save line or include it in the email, but please remember to send me one.

### Format

Branch reports are limited to 250 words excluding heading and signature. Do not use bullets, italics, bolding or underlining and **DO NOT TYPE IN ALL CAPS. DO NOT DOUBLE SPACE**. I am firmly sticking to the word count, and may not have the opportunity to let you know that I have to cut your Branch report, so just send in the right word count and there won't be any surprises.

Above your report, type a two line heading: (1) City, and (2) Branch name and number. If you send it to me I have the correct information as part of the report and this eliminates the process of having to look the information up. Be sure to sign at the bottom if you wish your name to appear below the report.

### **Photographs**

Digital photos are great but must be in .tif or .jpg format and emailed as an attachment. Please do not send me a Word file with a photo attached to it. They come out very blurry as I have to take apart the document. Also, printed digital photos and color Xeroxes are unacceptable, as are clippings from other publications for the same reason.

### **All Other Bollettino Submissions**

The deadline for all letters, articles, committee reports, Bishop's Day Report, columns, features, etc. is **the 10<sup>th</sup> of the month prior to publication month.**

If in doubt or you lose this sheet, you cannot go wrong by following the format of any Branch report published in the Bollettino. Or, you can call the office or me, Michelle Feldman at 925-693-0471 (home). In addition, you can reach me via email [icfeditor@gmail.com](mailto:icfeditor@gmail.com).