Bollettino Submission Guidelines
January, 2017

Branch Reports

Submission Deadline

Reports **must** be received via email by the **10th of the month _prior_ to the month of publication (except for the Aug./Sept. issue).** For the year 2017 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 2018 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, the editor does not open emails titled "Hi" or ones that have no label.
The only email address to submit your branch report to is:
icfeditor@gmail.com
The editor will send you a response once your report is received. If you do not hear back from the editor by the 13th of the month, please contact the editor.

Also, please know that mistakes are made and we apologize for omitted Branch reports or photos.

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 the editor 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 a caption.

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**. The editor is firmly sticking to the word count, and may not have the opportunity to let you know that your Branch report must be reduced in size. Please 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 the editor, the correct information is 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 a Word file with a photo attached to it. They come out very blurry as the editor must take apart the document. Also, printed digital photos and color Xeroxes are unacceptable, as are clippings from other publications for the same reason. Please avoid sending PDFs with photos. They cannot be edited or resized. Do not send any photos that are copyright by someone else, such as photos that are copied from the internet.

All Other Bollettino Submissions

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

Bishop's Day Reports must come typed. Please do not send more than 6 photos, of which only 4 may be used.

If in doubt or you lose this sheet, you cannot go wrong by following the format of any Branch report published in the Bollettino.   In addition, you can reach the editor via email at icfeditor@gmail.com