BOLLETTINO SUBMISSION GUIDELINES

January 2026

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 January/February issue and the August/September Convention issue).** Even if the deadline falls on a weekend or a holiday, it is still the 10th of the month.

For the year 2026 the Deadlines are as follows:

- January 2 for January/February issue……Publication Date January 20
- February 10 for March issue……Publication Date March 1
- March 10 for April issue……Publication Date April 1
- April 10 for May issue……Publication Date May 1
- May 10 for June issue……Publication Date June 1
- June 10 for July issue……Publication Date July 1
- August 1 for August/September *Convention* issue……Publication Date August 20
  (This issue comes out prior to the Annual Convention on Labor Day Weekend.)
- September 10 for October issue……Publication Date October 1
- October 10 for November issue……Publication Date November 1
- November 10 for December issue……Publication Date December 1
- January 2 for January/February 2027 issue

How to Submit

- Branch reports must be sent via email to editor@icf.org
- 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 will not open emails titled "Hi" or ones that have no label.
- **If photos are submitted without this identifying information in the message, they will be deleted. Do not send photos from your phone unless you include these details.**
- The only email address to submit your Branch report to is: editor@icf.org
- The editor will send you a response once your report is received. If you do not hear back from the editor by the 12th of the month, please contact the editor.
- Also, please know that mistakes are made, and we apologize for omitted Branch reports or photos. Clearly identified reports and photos are more likely to be properly placed.

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 may write the photo caption in the save line or include it in the email, but please remember to send a caption or at least the Branch number.

Format

- Branch reports are **limited to 250 words** excluding heading and signature.
- The word count is used consistently for all Branches. If your report exceeds 250 words, it will be reduced to fit within standards set by the ICF Public Relations Committee. The editor may request you revise your report to fit these requirements. Please send in the **250 word count** and there will not be any surprises.
- **If you have a special event that needs additional space, consider submitting a stand-alone article that is separate from your Branch report.**
- Do not use bullets, italics, bolding or underlining and **DO NOT TYPE IN ALL CAPS**. **Do not double space between paragraphs**.
- Above your report, type a two-line heading:
    - **(1) District (2) City and (3) 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

- Photos must be in .tif or .jpg format and emailed as an attachment.
- **To ensure a good quality reproduction, save at 150 to 300 dpi**. Low resolution photos cannot be enlarged without becoming pixelated.
  If the resolution is low, the picture will be no bigger than the screen on your phone.
- Send 1 to 4 photos. DO NOT SEND 10 photos and ask the editor to pick the best. If you have additional photos, you may send them if you include a ranking number to their use.
- Please do not send a Word file with a photo embedded in 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 copyrighted by someone else, such as photos that are copied from the internet.

Branch and District Event Flyers

To help with the cost of printing and producing the *Bollettino*, we are re-instating the previous policy of paid Branch and District Event Ads. You will receive special pricing - a 2 x 3.5 ad (Business Card) is $35.00 and a 5 x 6.5 ad (1/4 Page) is $50.00. Color is 25 % additional. You can continue to publicize your events in your regular monthly article. However, if you want to include a special flyer…then you will need to submit the advertising contract with payment. The contract is available on our site under the tab About ICF/Bollettino/Advertise.

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. The editor does not write up the Bishop's Day Report from the form. The submitter writes the article to be included in the *Bollettino*.
- If in doubt or you lose this sheet, follow the format of the Branch reports published in the *Bollettino*. In addition, you can reach the editor via email at editor@icf.org