

# Submitting information for The Episcopal News

Submissions to The Episcopal News may be sent to the editor at [editor@ladiocese.org](mailto:editor@ladiocese.org) or [news@ladiocese.org](mailto:news@ladiocese.org). There's no need to send to both. You can send items by postal mail, but we really prefer email submissions, as they're easier to handle and less likely to be lost.

Most event notices go into the Update; occasionally we will select an item for use in the Episcopal News Weekly bulletin insert or The Episcopal News magazine (bimonthly). **The deadline for the Update is each Tuesday at noon** for that week's issue (earlier is better and much appreciated). The Update is published on Wednesday late afternoon or evening.

Items are treated differently depending on content. Liturgy or music events are listed only in the liturgy/arts column of the Update, and are included for two issues before the date of the event. They also go on the arts/liturgy calendar on the diocesan website ([http://www.ladiocese.org/calendars/arts\\_and\\_liturgy\\_calendar.html](http://www.ladiocese.org/calendars/arts_and_liturgy_calendar.html)).

For other events, we include a notice as soon as we get the information. If there's a long lead time -- say, six weeks or more -- we can repeat the notice one or more times, depending on the schedule. Then the listing appears in the calendar section of the Update ("This week around the diocese") for two issues before the date of the event. Also, each item goes on the diocesan events calendar ([http://www.ladiocese.org/digital\\_faith/events](http://www.ladiocese.org/digital_faith/events)). We do not repeat items week to week, because to do so would make the Update impossibly long and unwieldy. Readers can look up past notices by clicking the archive link included in each issue of the Update.

As a matter of policy, we do not usually include events that take place on Sunday mornings (before noon). Our publications go mostly to people who are already committed members of a church in the diocese, and we don't want to pull people away from their own congregations at a time that is so important to each community. We make exceptions for major diocesan events and special services, such as an ordination that occurs in the context of a Sunday service.

If you don't hear back from me when you submit an item, it's a good idea to call and ask if I've received it, especially if your event is happening very soon. Emails sometimes get lost in cyberspace, and I also have been known to overlook one once in a while, though I try hard not to let that happen.

We generally use a small photo or graphic with each item if we can, so include a picture or logo if you have one available. Please send your highest-resolution version in case we end up using it in one of the print applications, such as the Weekly or the magazine.

Please also include all pertinent information, including the complete address of the church or other venue; day, date and beginning and ending times for the event; cost (if any) and ticketing information; and a contact number, email address and/or website. Notices in the Update are usually brief and I will edit down any really long descriptions, but please feel free to include interesting details. Please proofread your work and be especially careful about names, days and dates. You might want to take a look at former issues to get an idea of what we tend to include: the archive is at <http://archive.constantcontact.com/fs069/1101307179673/archive/1102172115772.html>

Please let me know if you have additional questions. And thank you for your interest.

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