The Episcopal Diocese of Alabama - Communications

The mission of the Diocese of Alabama Communications is to tell the stories of the ministries of the Episcopal churches in Alabama through a variety of media, and to provide support and resources for churches to develop communication strategies to tell the story of the Gospel. If you have any questions about the submission guidelines, or would like assistance in your parish, please contact the Rev. Kelley Hudlow, Deacon.

The Diocese of Alabama currently utilizes 4 outlets for communication:

• DioAla News Update (published semi-monthly on 1st and 3rd Mondays)
• The Alabama Episcopalian (published quarterly)
• Diocesan Social Media
• Diocesan Website

Submission Guidelines

1. General

All submissions should be sent via email to Kelley Hudlow (khudlow@dioala.org) by the submission deadline. For submissions received after the deadline, efforts will be made to include them if time and space allow, or the item will be included in the next edition if still timely.

Submissions should be sent as plain text as a .doc or .docx. Submissions should not utilize text boxes, shapes, or other formatting that may be dependent on the program used to create the file. Use of these items may cause text to be omitted. If a text box or particular formatting is wanted, please indicate this by adding a note at the end of the document and offset that note by brackets […]. Submissions may include the use of bold, italics, or underline.

Images should not be inserted into documents. Images should be sent as a separate file at the highest resolution possible. If the image(s) are too large to email, a service such as Dropbox of Google Drive can be used to submit images. Image submissions should include a caption and information for photo credit/permission.

All submissions may be edited for grammar, length, and style.

Please review the “Style Guidelines for the Episcopal Church” and “Guide to Rules of Address.”

2. The Alabama Episcopalian

The Alabama Episcopalian (AE) is published quarterly on March 1, May 1, August 1, November 1. The deadline for submissions is the first of the month preceding
publication (Feb. 1, Apr. 1, Jul. 1, Oct. 1). The current distribution is approximately 14,000 households.

*The Alabama Episcopalian* is appropriate for longer form articles and pictures, and to announce diocesan wide events that are scheduled 2-3 months in advance. Submissions should reflect on and tell stories that appeal across the diocese. It is preferred that stories be written in the “news style,” which is third person, active voice, and includes the “who, what, when, where, and why.” Submissions should include quotes and reflective comments from participants to enhance the story. A limited number of first person reflections may also be selected for publication.

Submissions should be accompanied by photo(s). These can be photos of the event or participants, or that relate to the the story being told. At a minimum, submissions should include a photo of the author. (See above for requirements to submit images)

**Length of Submissions (Word Count)**

The following word counts are approximate. Final layout may vary depending on the images that are included with story.

- **Full** 1,000 - 1,800 words
- **1/2 to 3/4** 600-800 words
- **1/4 to 1/2** 300-500 (minimum submission w/ photo)

*Longer length feature stories (2,000-3,500 words and multiple photos) maybe considered. Please contact Kelley Hudlow ([khudlow@dioala.org](mailto:khudlow@dioala.org)) prior to submission.*

3. **DioAla News Update**

The DioAla News Update is published semi-monthly via email on the 1st and 3rd Mondays of the month. The deadline for submissions is the Friday preceding publication. The current distribution is approximately 2,500 people.

The DioAla News Update is appropriate for short stories, sharing links to stories in other news outlets, and for events. Story submissions should follow the guidelines above.

When submitting an event, please include a short synopsis of the event, the details of the event (date, time, location, costs), a contact person for the event, links to the event listing on your website or social media, links for registration (if any), and any promotional flyers or images.

4. **Social Media & Website**

Submissions for AE and DioAla News Update will also be shared via social media and on the diocesan website. This may occur through the sharing of link on social media and also through the news and event feed on the website.