

## 2012 DEADLINE SCHEDULE

<u>Issue Date</u>	<u>Deadline</u>
January 2012	November 11, 2011
February 2012	December 09, 2011
March 2012	January 13, 2012
April 2012	February 10, 2012
May 2012	March 09, 2012
June 2012	April 13, 2012
July 2012	May 11, 2012
August 2012	June 08, 2012
September 2012	July 13, 2012
October 2012	August 10, 2012
November 2012	September 14, 2012
December 2012	October 12, 2012
January 2013	November 09, 2012
February 2013	December 14, 2012

### Conference News

Each conference is assigned up to two pages each month on which to present news and information from its field. The articles submitted should be brief and to the point.

### Guidelines for Submitting Materials

- All materials must be submitted to the conference communication director for approval before it is submitted to the *GLEANER* office.
- Materials that involve collaborative efforts between conferences must be reviewed by the communication director or other conference official from both conferences.
- The monthly deadline schedule is listed above.

### 2012 Monthly Cover Features

The monthly themes for 2012 are listed below. Feature articles will include an evangelism focus. Adjustments in the schedule will be made as necessary. Ideas for features articles are welcome.

January	..... Gleaner 110 <sup>th</sup> Birthday
February	Prayer Ministries/E. White Excerpt
March	..... GNYC - The Gift Project
April	..... ECEC/Summer Camp
May	..... SEEDS/Camp Meeting
June	..... Haiti Update
July	..... Deaf Ministries
August	..... Year of Education
September	..... Stewardship
October	..... Bible Workers
November	..... Community Outreach
December	..... Answered Prayers

### Please note the following:

#### 1) WHAT SHOULD BE SUBMITTED

The Atlantic Union *GLEANER* welcomes news, photos, feature and inspirational stories, and suggestions from workers and members in the Atlantic Union. Below is a list of tips that will help individuals interested in contributing to this publication:

- Have something to say that will be of significance to a sizeable group of readers outside your local district and conference.
- Slant the material for members and other readers, not the worker.

- If you can say it in one paragraph, don't write two. Brevity is the word. **Articles should be 250 words or less.**
- In each article, answer the questions: Who?, What?, When?, Where?, and Why?,** and be sure to **include at least one quote.**
- The magazine reaches readers who do not attend the Adventist Church. In this sense, what you write may have evangelistic implications.
- Include the first and last names of all individuals in the article.** Courtesy titles (Mr., Miss, Ms., Mrs.) are not used except in direct quotations, or where needed to distinguish people of the same last name.
- Use academic degrees (i.e. Ph.D., M.D., Ed.D. D.MIn., etc.), never Dr.
- Do not be disappointed if your material is altered, held back before publication, or possibly not used. There are many good reasons why these editorial actions are taken.
- If writing about an event that occurs annually,** be sure it is not a repeat of the previous article. Find a new angle from which to present it.
- REMEMBER,** we depend on you for information relative to the work in your area.

#### 2) WHEN TO SUBMIT INFORMATION

Send materials to your local conference communication director as soon as possible following the event about which you are writing. It will ensure that the material is received by the *GLEANER* staff in a timely manner.

#### 3) PHOTOS

Photos must be clear and sharp, and of good composition (preferably showing action; not posed).

- a. **BE SURE TO INCLUDE A CAPTION written in complete sentences with each photo.** Identify the name of all the people in the photos.
- b. **DIGITAL PHOTOS**—Ensure that the digital camera is set to its “highest quality” mode and the “largest size.” **Do not alter the photo when sending it electronically.**
- c. **SCANS OF PHOTOS**—(This is the least desirable method of receiving photos.) Scanned photos should have a resolution of 300 pixels-per-inch with a minimum size of 4 x 5 inches. **It is preferred that the actual photo be submitted with the article.**

**4. PROPER IDENTIFICATION OF ARTICLES**

Included with all articles should be the writer’s name, title, and location. If this information is not included, the conference communication director’s name will appear in print with the article.

**5. QUOTATIONS**

When quotations are used please be sure to supply all reference information. When a Scripture is quoted, indicate what version of the Bible is used.

**6. OBITUARIES**

Obituaries of members are included in the *GLEANER* when received. They are placed in the order received, on a space-available basis. An obituary form is available on the Web site with fields that can be filled in. An e-mail of the obituary as it appears in the program is also acceptable.

**Summer Camp and Camp Meeting**

Summer Camp and Camp Meeting schedules will be included in the April and May issues, respectively. All materials (photos, information on speakers or other participants, dates, times, and locations of events)

must be received from all conferences on or before the deadline.

**Youth Ministries Page**

**The Big Picture** and **Youth in Service** will appear in alternating months. The articles are designed to: (1) discuss aspects of youth ministries that assist in the growth of a church’s youth ministry, and (2) highlight outstanding youth.

**Adventist Education Page**

The Atlantic Union Office of Education and the conference superintendents of schools are responsible for providing material for the Adventist Education page each month.

Please be assured that your dedication and faithfulness to meet the deadlines are appreciated.

**Contact information:**

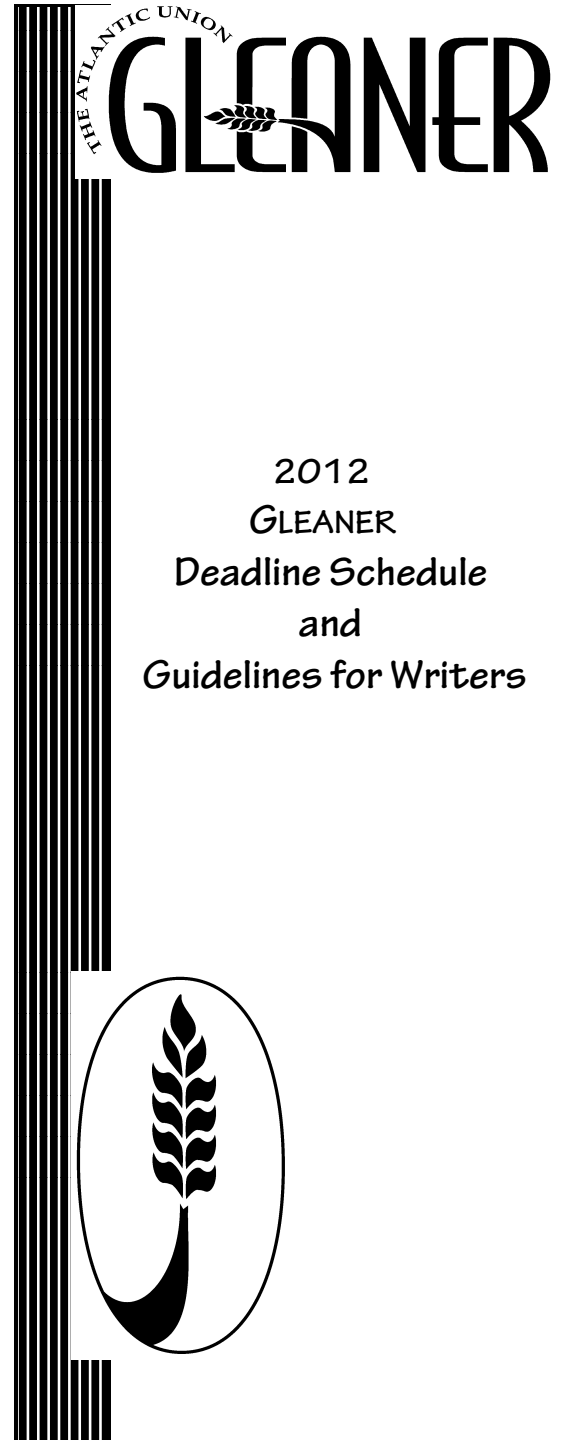
Atlantic Union *GLEANER*  
 400 Main Street, PO Box 1189  
 South Lancaster, MA 01561-1189

Tel: (978) 368-8333  
 Fax: (978) 368-7948

E-mail: [gleaner@atlanticunion.org](mailto:gleaner@atlanticunion.org)  
 Web site: [www.atlantic-union.org](http://www.atlantic-union.org)  
[facebook.com/atlanticunionconference](https://www.facebook.com/atlanticunionconference)  
[twitter.com/GleanerFYI](https://twitter.com/GleanerFYI)

Editor ..... *Ednor A. P. Davison*

***We look forward to working with you again during 2012.***



**2012  
 GLEANER  
 Deadline Schedule  
 and  
 Guidelines for Writers**