

CoNNEction 2012/2013 DEADLINE SCHEDULE

Jan / Feb / March 2012	November 28, 2011
Apr / May / June 2012	February 27, 2012
July/Aug/Sept 2012	May 30, 2012
Oct/Nov/Dec 2012	August 27, 2012
Jan/Feb/Mar 2013	November 19, 2012
Apr/May/June 2013	February 25, 2013

SUBMITTING MATERIALS

1. All materials must be received at the NNEC office on or before the deadline. Do not wait until the deadline, please send it in immediately (see above deadline schedule).
2. All materials submitted must be approved by the NNEC Communication Director. The material can be sent via e-mail to the editor at: conferenceconnection@nnecc.org. If you are sending by mail be sure to save it as a Microsoft Word document on a disk and send the disk along with a hard copy.
3. Be sure to include a caption with each photo (see Photo section).

WHAT SHOULD BE SUBMITTED

The Conference CoNNEction welcomes news, photos, feature stories, and suggestions from workers and members in the Northern New England Conference. Below is a list of pointers that will help individuals interested in contributing to this publication:

1. Anticipate upcoming events. Submit the information at least eight weeks before the month in which you wish to publish the event. Do not expect squeezing in or substitution.

2. Have something to say which will be of significance to a sizeable group of readers outside your local district.
3. Include a photo with every article. (See photo section).
4. If you can say it in one paragraph, don't write two. Brevity is the key. Articles should be 250-275 words or fewer. Included with all articles should be the writer's name, title, and location. If this information is not included, it delays preparation of the issue and the article may not be printed.
5. Do not be disappointed if your material is altered, delayed or possibly not used. There are many good reasons why these editorial actions are taken.
6. Make sure the files are in 12 point type, Times New Roman font, one space between sentences, ALL text should be lined up on the left margin.
7. Where possible, be sure to include quotes from individuals who attended the event(s) you are writing about (see Quotations section).
8. Include the first and last names of all individuals in your story. Courtesy titles (Mr., Miss, Ms., Mrs.) are not used except in direct quotations, or where needed to distinguish people of the same last name, or when a person specifically requests that a title be used.
9. Our Conference CoNNEction is posted on our own website, www.nnecc.org. This creates world-wide readers and observers. The publication reaches readers who are NOT Adventist. In this sense, what you write may have evangelistic implications.

REMEMBER, we depend on you for information relative to the ministry in your area. There is much good which goes unshared. Please share what your members are involved in.

PHOTOS

- **DIGITAL PHOTOS – (Preferred)** Ensure that the digital camera captures at least 4 mega pixels, 5 preferably. The camera should be set to its highest quality mode and the largest size. Do not alter the photo when sending it electronically. Quality decreases when photo submissions are not digital.
- Photos must be clear and sharp, and of good composition (preferably showing action; not posed). Include the name of the individual who took the photo. **DO NOT SEND POLAROIDs.**
- **PLEASE DO NOT SEND FILES WITH PHOTOS OR OTHER FANCY GRAPHICS EMBEDDED IN THE TEXT. They should be sent as separate files.**
- **PHOTOS SENT BY MAIL** - Photos need to be properly packaged. Use labels to note the return address or any other information on the back. Writing on photos damages them. Place the photos between something sturdy to ensure they are not bent in transit. Do not use paper clips on the photos.
- **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.
- All photos must include caption information, identifying activity taking place, names of individuals, and photo release.

QUOTATIONS

When quotations are used please be sure to supply all reference information. It's very important, when quoting scripture, that the book, verse(s) and version be specified.

GLEANER

The Atlantic Union Gleaner (www.atlantic-union.org) is the official monthly publication of Atlantic Union Conference, South Lancaster, Massachusetts. The Atlantic Union administers to six conferences: Bermuda, Greater New York, Northeastern, Northern New England, and Southern New England.

The guidelines for the Conference CoNNEction apply to Gleaner submissions as well. All articles submitted to the Gleaner must go through the NNEC Communication Office. For your convenience the following is the Gleaner deadline schedule:

(Adapted from the Gleaner Guidelines by Ednor Davison)

2012 DEADLINE <u>Issue Date</u>	SCHEDULE <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	Sept. 14, 2012
December 2012	October 12, 2012
January 2013	November 09, 2012
February 2013	December 14, 2012

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Communication Correspondents and other Conference CoNNEction contributors in the Northern New England Conference, thank you for your stories.

Please do not send your submissions to the printer.

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CoNNEcted we make a difference

2012/2013 Conference CoNNEction

**Deadline Schedule
and Guidelines
for Submission**

The Conference CoNNEction is a bi-monthly newsletter of the Northern New England Conference of Seventh-day Adventists, Inc.

Mission Statement:
“The purpose of this publication is to connect our constituents with God, each other, and the community.”