

LWML Mid-South District Guidelines for Submissions to League Letter and Other Publications



We LOVE to hear from all of you in the LWML Mid-South District. However, sometimes the information we receive needs a little tender loving care before being published. Help us out by following some simple guidelines listed below. And ALWAYS honor the deadlines!

If you have any questions about or suggestions for these guidelines, please contact us using this link - www.midsouthlwml.org/contact-us or send an email to contact@midsouthlwml.org.

For the Body of the Item

- Use the LWML style sheet which may be found at www.lwml.org/logos-style-sheet.
- Bible references should be from the English Standard Version (ESV).
- Include who, what, when, where, and what.
- Use complete sentences and proper punctuation.
- Have someone else proofread before submitting.
- Don't use acronyms unless you've spelled them out the first time referenced.

For Photographs

- Move closer to the subjects instead of using the zoom.
- Fill the frame with the subjects, not the background.
- Be sure the light is on the front of the subjects and not behind.
- Use the best possible camera or phone camera available.
- Text photos directly from the phone rather than emailing them.
- Whenever given a choice of size (number of megabytes or MB) for texting or emailing choose the largest possible.
- If you are not comfortable taking pictures to submit, ask someone else to help. You may have a professional photographer in your congregation, or a young person more familiar with digital photography, who would love to help in this way!

Thanks for helping us get the news out about what's happening in the LWML Mid-South District!