

## **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](http://www.midsouthlwml.org/contact-us) or send an email to [contact@midsouthlwml.org](mailto: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](http://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**

- If you know a professional photographer, ask if they'd mind attending your event to take a few photos; if not, find a 20-year-old!
- 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.

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