
Currents Newsletter Procedures

The production staff can publish **Currents** smoothly and make it more readable and interesting if we follow the procedures listed below. Please be considerate of your staff and your fellow volunteers who produce **Currents** by ensuring that your submission is legible, organized, readable and ready to be printed. Electronic submissions are greatly appreciated and encouraged.

If you have a committee or task force, we recommend that you select one member to be responsible for your submissions to **Currents**.

The Deadline

The deadline is always on the third Sunday of the month. The newsletter arrives at homes an average of 10 days after the deadline date. Electronic newsletters are sent out on the Friday following the submission deadline.

Submission

- We discourage submissions on odd-sized or scrap paper. If handwritten, please write legibly.
- Electronic submissions can be submitted via email [office@eruuf.org], floppy disk or cd.
- We can handle most software formats: MS Word, WordPerfect, MS Publisher.
- Submissions can also be faxed to [489-9149].

Your newsletter entry

Submissions for more than one issue:

- If you are submitting something for more than one issue, change the wording. We suggest that you focus on some aspect of your story more thoroughly. Variety encourages people to read **Currents**.

When the words exceed the space:

Each issue has a limited amount of space. When the length of submissions exceeds size, the editor uses guidelines to reduce the material to fit.

In this order, items are either removed or reduced in size.

1. Eliminate repeated information
2. Eliminate articles about community events
3. Eliminate classifieds
4. Eliminate articles submitted after the deadline
5. Edit articles for length
6. Postpone feature article(s)
7. Eliminate the calendar for an additional half page

Other content requirements:

- Classifieds may not include advertising for any services. Classified entries are accepted from ERUUF members or friends or a UU relocating to the area.
- Absolutely no advertising of goods or services is allowed.
- Letters-to-the editor should contain comments reasonably expressed within the bounds of good taste.
- Single-sheet inserts (13th page) are occasionally used. Priority is given to ERUUF major events (Services Auction, Commitment Sunday, Yard Sale, Congregational Meetings, etc.).
- Articles may be edited for clarity.