

The Catholic Miscellany

Submission Guidelines

The Catholic Miscellany is the official newspaper of the Diocese of Charleston. This weekly publication strives to present news stories and events covering a range of activities by Catholics throughout South Carolina. Because while all meetings and events cannot be covered by the The Miscellany staff, parish communications contacts and other individuals are encouraged to submit news.

The Catholic Miscellany does not try to explain in detail each event – it can only give highlights and provide some resources for more information. Here is some helpful advice about submitting articles to the newspaper.

What is News?

News may best be described as that which is new, unusual, out of the ordinary, significant, of interest because it is different, and not happening to anyone else. Or it may be an item of interest in how a particular group or parish is reacting to a given event.

News begins to get old the minute it occurs. Many events can be reported in advance so they will be in print immediately after they take place, if in doubt, send it to the editorial office to avoid delay. Do not assume because the bishop, diocesan staff, or pastors know about an upcoming event, that the editorial office will. Please note that routine and everyday activities of a church parish, school or other organization do not qualify as newsworthy. Due to space constraints and a commitment to covering all aspects of the diocese equally, the Catholic Miscellany cannot cover these items.

Story Topics

Here is a partial listing of possible topics for news articles: religious education programs; two or more parishes combining services; outreach to the poor and infirm in the area; individual parish members whose actions in the public arena denote them following the Gospel – this includes in government, business, unions, academics etc., ecumenical activities; school programs; seminarians and novices from the parish/mission; deanery or statewide meetings; awards and honors.

Preparing a Press Release

The Catholic Miscellany is dated for Thursdays. All news items for consideration must reach the editorial office two weeks before the publication date.

Copy should be limited to 500 words. Telephone number of contact person sending the article should be included in case questions arise.

The most important thing in reporting news is to include all the facts. Names of groups should be spelled out; give parish locations; full names (not initials or first names) of individuals and their positions should be given in the first reference. Ensure quotes are correct. Names make news, but be sure there is a reason for the name to be used in the news story. The listing of names of everyone attending are not needed and will not be printed. Avoid excessive descriptions.

Through the use of our news service we are informed about national and world-wide meetings. If a person from the diocese is to attend, please report the fact so it may be included in the article.

Photographs

Photographs should be of real people doing real things. Pictures should be of people in action situations and should be imaginative and candid if possible. At least $\frac{3}{4}$ of a person's face should be shown.

Groups should be close up and limited to three people; rarely if ever, more than five. Including a full group of people in any event detracts from the picture by making the subjects too small to be recognized. Choose a representative sampling of individuals in actions concerning the events.

Photos must be timely. Be sure to fully and correctly identify each person shown. Photos must be bright, focused and unedited. Photos cannot be returned unless a self-addressed envelope is submitted with it. Digital photos are preferred and should be of high resolution.

Advertisements

Paid advertisements are accepted provided that they do not conflict with the teachings of the Catholic Church. Politics, liquor, beer and wine advertising are not accepted. Rates for advertisement are \$10 per column inch and must be received at least two weeks prior to publication date.

Circulation

The Catholic Miscellany is intended to reach every Catholic home in South Carolina through the parish plan of those who contribute to the parish. Inquiries about receiving the newspaper should be made to the pastor. Yearly subscription price is \$19 per year.

Education role

Because The Catholic Miscellany is a publication of religious news, it is also an education medium. In the diocese, there is only one authentic teacher – the bishop. Discernment of articles by the readers is therefore required in judgment between news items and specially prepared education articles.

Those articles signed by the bishop reflect the teachings of the Church. General items written by the staff or Catholic News Service report about events as they occur, columns and editorials represent an individual Catholic's viewpoint and do not necessarily reflect the Catholic viewpoint.

Letters to the Editor

Letters to the editor are welcome. Items should cover one subject, be relevant to news covered in the paper, be charitable if in disagreement, and are subject to editing in order to conform to space requirements. The Miscellany does not guarantee the printing of letters.

Sample Press Release

City, Month 1, 2007 — The first few paragraphs contain the most important information: who, what when, where, why and how.

A press release has short sentences and about three or four lines per paragraph.

The rest of the news release expounds on the information provided in the first paragraph. It includes accurate quotes from key people. It contains more details about the news you have to tell, which can be about something unique or about a prominent person, place or thing.

Finally, provide contact information include the full name of the person, a phone number and an e-mail address.