



## eNews and Website Submissions

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Our EDWM parishes, faith-based organizations, church-affiliated companies, and religious institutions often ask us to publish their announcements, seminars and fundraisers in our twice-monthly diocesan e-News “The Communicator,” and sometimes on the calendar page of our website. These are required guidelines for all submissions.

We strive to keep the EDWM Communicator new each week, with new announcements, and with minimal text, so that the reader is not overwhelmed.

### Here are our guidelines:

- **Submissions** for the EDWM Communicator must include a short summary, which can be no more than 140 words, and sent in plain text to Communications Assistant Karmel Puzzuoli at [kpuzzuoli@edwm.org](mailto:kpuzzuoli@edwm.org) or [news@edwm.org](mailto:news@edwm.org). In order to get your announcement right, you are responsible for providing the text which includes event/announcement title, date, time, location and other relevant information.
- **Accompanying PDFs or documents should be on your own website.** If you wish for readers to read something about your event or service, please host the PDF page on your own (parish) website, and we will include the link.
- **No formatting.** No ALL CAPS, no bold, italics, underlining. Do not place multiple spaces with the intention of indicating text breaks or columns. Please use the “enter” button only to indicate a new line.
- **Submissions** must be made no later than the Tuesday before the next Communicator is scheduled to be sent.

We strive to include all outside submissions in the EDWM Communicator for one week, but repeated announcements must be limited to EDWM business only. If you have questions, please contact Karmel Puzzuoli at (269) 381-2710, ext. 19 or [kpuzzuoli@edwm.org](mailto:kpuzzuoli@edwm.org).