

First Unitarian Church of South Bend
Editorial Policy
Approved September 2020

Print Publications

Order of Service Announcements

Should include only those announcements and inserts pertaining to church sponsored activities or community events involving the church.

Newsletter

All church news is welcome if received by the designated deadline.

Non-profit, non-partisan community events can be included in the “Community” section as space permits. Examples: Earth Day, CROP Walk, performances featuring members/friends, community gardens, community service or social justice events.

Items not allowed: Advertising for stores, shops or goods, whether for profit or non-profit; personal ads, including those for sale of goods or services; partisan political ads or events.

Note: At the discretion of the editor, an ad may be posted if it is in support of the mission of the church.

All Print Publications

Editor(s) may edit submitted articles for grammar and length, but may not otherwise alter the content. Style (e.g., underlining, italics, bold, all caps, cardinal/ordinal numbers) will be set by the editor using common rules, but not necessarily tied to one particular stylebook.

Copyright protected material, including photos or other graphics, will not be included except with permission or under license. This rule applies to printing words of songs in the Order of Service. (Unauthorized reproduction of copyright material is illegal and unethical; it’s considered a form of theft.)

Web Publications, Online News, Bulk Mail (Mailchimp)

Print Publication rules apply with this addition: No personal information (phone, address, health status, etc) will be included in publicly accessible communications.