

UUAA Publications Content Guide

This guide is intended for use by all who wish to submit to UUAA publications, including (but not limited to) the Monthly Newsletter, Weekly News, website and UUAA social media. UUAA publications are under the supervision of the Communications Ministry Specialist, with volunteer/staff assistance. Submissions will be edited for clarity and consistency as necessary.

Overview

All recognized groups of the congregation may use the Monthly Newsletter and Weekly News to promote their group's activities and events. All questions can be directed to the Communications Ministry Specialist at communications@uuaa.org.

Submissions

Before submitting an article or notice, please check for the following:

1. Does it tell the reader who, what, where, when, and why?
2. Are all facts, such as dates, times, and contact name(s) correct?
3. Does each contact name have a phone number or email address?
 - a. When publishing event contact information, please use your group's uuaa.org email address instead of a personal email address. You can contact webtech@uuaa.org to help get an email address for your group set up.
4. Is the article within the allowed word count?
 - a. Weekly News: 90 words or fewer
 - b. Monthly Newsletter: 300 words or fewer
5. Does the article have clear sentences and word choices?
6. If the article uses another writer's words, has the writer been given credit?
7. Is your language inclusive and respectful of identity groups (Indigenous people, young people, disabled people, etc.)? Use their words.
8. Has the group's lay leadership approved the article or notice?

Write your submissions as if you are writing a news article. Submissions may be edited for clarity.

How to Submit

To be sure that a submission is not lost or overlooked, use the correct Google form:

- Weekly News Google Form: <https://forms.gle/n6wZfQbUsVmDQaM99>
- Monthly Newsletter Google Form: <https://forms.gle/gDqquJMJ6TbCfseDA>

Photos must follow UUAA's Personal Permission Policy for Privacy of UUAA Members, [found in the Congregational Health and Safety Policy](#).

Please refer to the [UUAA Communications Policy](#) for additional information.

Specific Guidelines

Submissions to the Monthly Newsletter:

1. The deadline for the Monthly Newsletter is 5:00pm Eastern on the 21st of the previous month.
2. Submissions must be 300 words or fewer.
3. All submissions must go through the Monthly Newsletter Google form: <https://forms.gle/gDqquJMj6TbCfseDA>.

Submissions to the Weekly News:

1. The deadline for the Weekly News is 5:00pm Eastern each Tuesday.
2. Submissions must be 90 words or fewer.
3. All submissions must go through the Weekly News Google form: <https://forms.gle/n6wZfQbUsVmDQaM99>.
4. Submissions may run for up to three weeks without resubmission.

DATE	DESCRIPTION OF REVISION	REVISED BY
June 2014		
May 2021	Revised submission guidelines, created Google forms for submissions	K. Gottfried