



Northeastern Ohio Synod Newsletter Submission Guidelines

Thank you for contributing to our synod newsletter! To keep our newsletter clear, engaging, and easy to read, please use the guidelines below when submitting your piece.

Option #1 - Reflection Article

Purpose: To inspire, reflect, or share a compelling faith-based story.

- Word count: 250–500 word
- Include a title (creative and thematic)
- Begin with a story, scripture, or theme
- End with encouragement, prayer, or reflection questions
- Tone: personal, reflective, faith-focused
- Provide 1–2 images (landscape or square preferred)

Examples:

- Reflections on Transitions
- Companion synod update with theological insight
- Faith reflections on a particular theme (immigration, Advent, global church, etc.)
- Compelling stories about work people in our synod are doing

Deadline: All submissions are due by Monday at 12:00 pm to be considered for the upcoming Wednesday issue. Please send articles and announcements to jfrantz@neos-elca.org.

Remember: Articles tell stories. Announcements share details. Both help us stay connected as the body of Christ!

Option #2 - Announcement

Purpose: To share an update, event, or invitation.

- Word count: 50–120 words
- Include a clear title (direct and descriptive)
- Cover the basics: What, Who, When, Where, Why, How
- Tone: concise, welcoming, action-oriented
- Include links, contacts, or sign-up info if needed
- Attach a flyer or image

Examples:

- Invitation to join a group
- Register for an event
- Service opportunity
- Request to complete a survey

Graphics & Photos

- All submitted images must be public domain, royalty-free, or used with proper permission.
- If you are submitting a photo you took, please make sure you have the consent of anyone pictured before sharing.
- By submitting an image, you confirm that it can be legally shared in the newsletter, on the website, and/or on social media.

Please note that all submissions may be edited and/or reformatted for clarity, length, and consistency with the newsletter style. While we do our best to honor each author's voice, articles and announcements may not appear exactly as submitted.