

# The Catholic Witness Submission Guidelines

## Contact Information for all Submissions

✂ Mailing Address: The Catholic Witness  
4800 Union Deposit Road  
Harrisburg PA 17111-3710

**PLEASE SEND ALL CORRESPONDENCE TO THIS EMAIL ADDRESS.**

✂ E-mail: witness@hbgdiocese.org  
✂ Telephone Number: (717) 657-4804  
✂ Fax Number: (717) 657-POPE (7673)

## Deadline Information for all Submissions

- ✂ Submitted Announcements are readily accepted and all items must be received at least 10 calendar days prior to the issue date. The Catholic Witness cannot make exceptions for late-arriving material. The Publication Schedule lists deadline dates for each issue date in 2010. All requests are considered, however, they are subject to editing, and their publication in requested issues cannot always be guaranteed.
- Submitted items **MUST** include the name of a contact and a daytime telephone number.
- ✂ Event Coverage may be requested. A minimum of **one month advance notice** is preferred. Contact Jen Reed via e-mail at jreed@hbgdiocese.org or via telephone at (717) 657-4804 ext 209. All requests are considered, however, all coverage is at the discretion of the editors.

## Submission Suggestions

- ✂ Around the Diocese: Parish, school and organization events, courses, retreats, pilgrimages, and special liturgies. To accommodate the large number of requests, submissions cannot be guaranteed to be published in more than 2 consecutive issues.
- ✂ Youth Calendar: Announcements of upcoming youth events, and current news about the accomplishments of individuals, groups, classes or schools.
- ✂ Obituaries: Names of deceased parishioners can be sent via parish bulletins, mail, e-mail or fax. We request that parishes submit only the names of their own parishioners.
- ✂ Sports: On-field or academic achievement, college intent signing and other noteworthy accomplishments of individual Catholic athletes or teams on the public or parochial elementary, high school or college level. News of fund-raising or charitable activities is also welcome.
- ✂ Photos are accepted. Please see submission requirements for further details.

## Photo Submission Requirements

- ✂ Photos: Can be black and white or color, color preferred. If you would like the photo(s) returned to you please enclose a prepaid self-addressed envelope. Publication of submitted photos is at the discretion of the editors.
- Caption(s): Provide the photographer's name and the parish/school and town. Identify the persons in the photo.
  - Digital photo(s): Received via e-mail or CD **MUST be minimum 300 dpi resolution and at least a medium sized jpeg setting**. All files received must be in jpeg format captured at a high or fine quality setting on the camera.
  - Printed photos: Can be submitted in either color or black and white **restricted in size to no larger than 8 x 10**.