

Voice – Newsletter of The United Churches of Olympia –  
EDITORIAL GUIDELINES

**Submit articles to [voice@theunitedchurches.org](mailto:voice@theunitedchurches.org) (see Where, below).**

QUESTIONS? Contact Voice editor Yvonne Wilhelmsen at 357-7163 or  
[ywilhelms@yahoo.com](mailto:ywilhelms@yahoo.com) or

Church Administrator Sandi Hallett at 943-1210 or [sandi@theunitedchurches.org](mailto:sandi@theunitedchurches.org).

**Purpose:** *The Voice of The United Churches of Olympia promotes the mission and ministry of this church. It informs and educates readers about worship, programs and opportunities for fellowship and spiritual formation, and ministry.*

**WHO submits articles to the Voice:** Ministry chairs or designees, Staff, Council Clerk, Moderator, group coordinators or designees.

**WHAT to include in Voice articles, and article priority:**

† WORSHIP: theme, text, dates, times, locations, music, communion, etc.

† CHRISTIAN EDUCATION: classes for adults and children, CE news

† MINISTRY ARTICLES, YOUTH ACTIVITIES

† PASTOR' S PEN / THE SOUND OF YOUR VOICE (by pastor or guest)

† COUNCIL, DENOMINATIONAL NEWS

† CALENDAR ITEMS, PRAYERS, ANNOUNCEMENTS

† OTHER CHURCH NEWS: meetings, luncheons, fellowship and volunteer opportunities, etc.

† THANK YOU' S - Post-promotional (thanks for help) articles – *See Lists of Names, below*

† TUCO-affiliated non-profit organizations (benevolences) announcements

† Non-profit arts organizations events in which our people are performing

† **Personal notes about The United Churches members, active participants, and their families:**

Births, Deaths, Weddings, Birthdays ( 80 years old)

Graduations, Illnesses or hospitalization Anniversaries ( 25 years)

**WHEN:** The Voice is published every other week. Deadlines are Wednesdays one week prior. See schedule.

**WHERE:** Articles should be submitted via e-mail to

[voice@theunitedchurches.org](mailto:voice@theunitedchurches.org), as either in-line text or an attachment. See “ e-mailing” , below. You may also put **very short** (50 words or less) articles in the Voice mailbox at church. If so, I recommend you leave a phone message at 357-7163. Thanks.

**HOW to submit articles to the Voice:**

**Article Length:** Lead articles: 350-475 words.

Other articles: 150-350 words.

Announcements, Thanks, Meetings etc.: 75-100 words.

**Contact:** Put your name, e-mail address, or phone number for the editor in case of questions.

**E-mailing:** In-line text is preferred. For attachments, .txt documents are preferred over .doc.

**Content:** When writing your article, keep in mind the 5 “ W’ s” - **who, what, when, where, why.**

**Lists of Names:** They must be alphabetized, unless there is an obvious reason to do otherwise.

**Citations:** If you are quoting someone, you must include the name of the speaker and/or author, the name of the event or publication, and the (approximate) date.

**All submissions may be edited as needed.**

1. Articles are edited for: content, punctuation, grammar, spelling, style, organization, and space available.
2. If heavy editing is required, we may work with the author, if time permits.
3. The final decision to publish will be made by the editor in consultation with the church staff.

**Publication standards are subject to change without notice.**

**Revised February 2010**