Jewish News Online Submission Guidelines

- The *Jewish News Online* is first and foremost an events calendar of sorts, promoting upcoming events open to the entire Greater New Orleans Jewish community. It is open to anyone in the Jewish community promoting a Jewish event.
- When a story is run as one of the top four stories in *The Jewish News Online*, it will not be run again as a top story – it will be featured in the Upcoming Events and Announcements column on the left-hand side of the online newsletter, which clicks through to the Federation website.

Around the Community Submission Guidelines

- The monthly blast, *Around the Community*, is a marketing piece for the constituent agencies and the Jewish Endowment Foundation of Louisiana to promote agency events/programs/initiatives and fundraising. They have editorial control over content, and Federation only copy edits the text for consistency and grammar. Each month, an agency executive director will include a letter to the community. These letters will rotate on an alphabetical basis. *Around the Community* is published mid-month.
- In both cases the content should be conversational (e.g., web-friendly writing style) in tone and brief and submitted in paragraph form. Please use 10 pt. Arial.
- Names, dates, times and locations should be bolded
- Dates and times should formatted be like this: **Thursday, December 9** at **12:00 p.m.**
- Accompanying photos should not be embedded in a Microsoft Word document or e-mail – they should be separate attachments, resized to 72 dpi (web resolution).
- If possible, please include hardlinks.

The Jewish Newsletter Print Newsletter Submission Guidelines

- *The Jewish Newsletter* is an eight page, black-and-white newsletter published 10 times per year by the Jewish Federation of Greater New Orleans. It is mailed to more than 3,500 addresses.
- Content is open to the Jewish Federation of Greater New Orleans, the Jewish Endowment Foundation of Louisiana, the Jewish Community Center, Jewish Family Service, the New Orleans Jewish Day School and Tulane Hillel.
- Goudy 12 pt. font, single-spaced – approximately 2/3 of a Microsoft Word page (including space for any graphics), maximum (if you do not have Goudy, please submit in Times New Roman).
- Accompanying photos should be converted to grayscale and should be a minimum of 300 dpi (print resolution).
- All text and graphics must be print ready and finalized.

2013 Editorial Calendar

All submissions to the *Jewish New Online* must be received by **Wednesdays** at **5:00 p.m.** The *Jewish News Online* is typically sent out on Thursday afternoons. All *Around the Community* content must be received by **5:00 p.m.** on the respective **Monday** before publication. Around the Community is generally sent monthly on Tuesday afternoons.

1/8/13	**Around the Community (JCC)**
1/11/13	**Print newsletter content due**
2/8/12	**Print newsletter content due**
2/19/13	**Around the Community (JEF - post-Mardi Gras)**
3/4/13	**Print newsletter content due**
3/19/13	**Around the Community (JFS - just before Passover)**
4/5/13	**Print newsletter content due**

4/16/13	**Around the Community (Community Day School)**
5/10/13	**Print newsletter content due**
5/14/13	**Around the Community (Tulane Hillel-just before Shavuot)**
6/11/13	**Around the Community (JCC)**
7/15/13	**Print newsletter content due (board slates)**
7/16/13	**Around the Community (JEF)**
8/12/13	**Print newsletter content due (High Holidays)**
8/20/13	**Around the Community (JFS)**
9/17/13	**Around the Community (Community Day School-just before Sukkot)**
10/4/13	**Print newsletter content due**
10/15/13	**Around the Community (Tulane Hillel)**
11/4/13	**Print newsletter content due**
11/19/13	**Around the Community (JCC-just before Thanksgiving & Chanukah)**
12/6/13	**Print newsletter content due**
12/17/13	**Around the Community (JEF)**

Print Newsletter Issue	Content due to Federation	Design files to printer	Approximate mailbox date
January	1/11/13	1/18/13	1/28/13 (Super Sunday/post-Centennial coverage)
Mid-February	2/8/13	2/18/13	2/28/13 (Super Sunday reminder/Campaign Celebration info)
March	3/4/13	3/8/13	3/18/13 (Passover/Campaign Celebration push)
Mid-April	4/5/13	4/12/13	4/22/13 (Mid-Passover)
Late May	5/10/13	5/20/13	5/30/13 (Annual Campaign push)
Mid-August	7/15/13	7/22/13	8/2/13 (with board/annual meeting slate in keeping with Federation bylaws)
Late August/High Holidays	8/12/13	8/16/13	8/27/13 (just before Labor Day and the High Holy Days)
Mid-October	10/4/13	10/11/13	10/21/13
Mid-November	11/4/13	11/11/12	11/22/13 (Chanukah)
Mid-December	12/6/13	12/11/13	12/21/13 (End of year giving)