## B'Yachad Bar/Bat Mitzvah Submission Guidelines

Bar/Bat Mitzvah announcements appear in the September through June issues of B'Yachad.

Please submit a bio of 100 words or less about the Bar/Bat Mitzvah child along with a good headshot.

**BIO:** Bar/Bat Mitzvah Bios can be submitted in one of the following formats: Word .doc or.docx file, PDF or as text in the body of an email.

**PHOTO:** Bar/Bat Mitzvah photos must be provided in a separate .jpg, gif or PDF file attached to your email. Please send the highest quality (resolution) available to you. You may use a wallet size school photo scanned at full size.

**All files MUST be labeled with the Bar/Bat Mitzvah Child's name.** For example: JennySmithBatMitzvah.doc, JennySmithBatMitzvah.jpg. Information submitted as text in the body of an email must be labeled with the name of the Bar/Bat Mitzvah Child in the subject line.

**Please note:**
• All Bar/Bat Mitzvah Bios will be edited for grammar, punctuation and spelling.
• If a Bar/Bat Mitzvah Bio exceeds the maximum length specified above, it will be edited at our discretion.
• If bios and photographs are not labeled, they will not be accepted.
• If the photographs submitted are of poor quality–blurry or too dark–they will not be accepted.

**All files must be submitted to** Susan Morgan at smorganpr@comcast.net, **by the editorial deadline** listed for the issue corresponding to the date of the Bar/Bat Mitzvah. For example: If your child's Bar Mitzvah is on Saturday, September 28th, you must submit the information no later than Friday, July 26th to meet the deadline for the September issue.

All Bar/Bat Mitzvah information submitted after the issue deadline will be included in the following issue.

**B'Yachad Article Submission Guidelines**

Please review the following specifications before submitting your articles for publication:

**All articles submitted to B'Yachad should be short, sweet and to the point, and should be accompanied by photographs, if possible.**

**Front Page articles:** Maximum word count of 400 words accompanied by 2 to 4 photos. For articles about major congregational events, please submit up to 12 photos.

**Rabbi's Column:** Maximum word count of 400 words.

**President, Treasurer, Executive Director, Religious School and Museum & Archives columns:** Maximum word count of 250 words accompanied by 1 to 2 photos.

**Brotherhood, Sisterhood and Youth Group columns:** Maximum word count of 150 words accompanied by 1 to 2 photos.

**All other articles:** Maximum word count of 150 - 200 words accompanied by 1 to 2 photos.

**Photographs:** Individual photos submitted for publication must have a caption.

**ACCEPTED TEXT FORMATS:** Articles/columns can be submitted in one of the following formats: Word .doc or docx file, PDF or as text in the body of an email.

**PHOTOGRAPHS:** All photos must be provided in a separate .jpg, gif or PDF file attached to your email. Please send the highest quality (resolution) available to you.

**PHOTO CAPTIONS:** If you have captions to go with the photos, please label the caption with the same file name as the photo.

**ALL FILES MUST BE LABELED.** For example: Sisterhood-September Bulletin.doc, Sisterhood-September Bulletin.jpg. If you are submitting more than one photo, each photo must be labeled with the information and a reference number – Sisterhood-September Bulletin1.jpg, Sisterhood-September Bulletin2.jpg and so on. Information submitted as text in the body of an email must be labeled Sisterhood-September Bulletin in the subject line.

**PLEASE NOTE:**

• All articles/columns will be edited for grammar, punctuation and spelling.
• If an article/column exceeds the maximum length specified above, it will be edited at our discretion.
• If articles/columns or photographs are not labeled, they will not be accepted.
• If the photographs submitted are of poor quality—blurry or too dark—they will not be accepted.

**All files must be submitted to** Susan Morgan at smorganpr@comcast.net, **by the editorial deadline** listed for the issue. Any information submitted after the issue deadline will be included in the following issue if possible.