

Shofar Submission Guide

Would You Like to Write an Article for the Shofar?

Please read the guidelines below. If yours is not a regular column or event announcement, check with [*The Shofar editor*](mailto:shofar@bethemeth.org) (shofar@bethemeth.org) to discuss your proposed topic.

Guidelines

The goal of our Shofar Editor and Communications Committee is to publish a quality newsletter that fully meets the needs of the congregants. These needs grow as the congregation grows, not just in number but in the type of events that we write about. The openness of the submission process allows a free flow of ideas, but this openness has now created the need for improvements within our publication and editing practices.

Submission Date

The deadline for submissions is the 5th day of the month preceding the month of publication, except when the 5th falls on Shabbat or a Jewish holiday (yom tov). We cannot guarantee that late submissions will be included. If there are special circumstances and you cannot meet the deadline, please contact the editor ASAP.

We recommend publicizing your planned events one to two months in advance. If you wish to have your article appear in consecutive issues you should make that clear in your submission.

Appropriate Topics

The newsletter is the congregation's vehicle for providing information about upcoming events, holidays, and services. It also includes articles that are meant to show recognize congregants for life cycle events and achievements, and is one way of thanking those who have volunteered and contributed to our synagogue. Articles that rehash previous events are discouraged.

Articles not having a direct impact on CBE will be included only if space permits (i.e. Hadassah, Federation, Foundation for Jewish Studies, United Synagogue, etc.) We understand that many of these community events would be of interest to our congregants but we must give priority to our synagogue's events and news.

Style

Articles should be concise and checked for accuracy of facts prior to sending them to us. Submitters should briefly summarize the topic or event and include the date, time, place, group sponsoring event, contact person's name, phone number, and e-mail address, and cost if any. The editor will use her discretion to shorten the articles to fit the allotted space.

Submission Media

All submissions must be made by email. Please send your articles as attachments or as text in the body of your e-mail message. Any graphics should also be sent as separate image files.

Please contact *The Shofar editor* (shofar@bethemeth.org) if you have any questions, comments, problems, etc.