INVOCATION

Knights of Columbus Florida State Council Newsletter

How To Write An Article

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**Newsworthy • Broad Appeal • Concise • Complete • Factual • Accurate**

**Answers the Questions: Who, What, When, Where, Why & How**

**INVOCATION reports on local council activities throughout the entire State of Florida**

* Article size: **300** **words** ideal (half page) to 500-600 words max (full page)
* Articles submitted as an attachment in Word format - not in the body of an email
  + PDF submissions are for ads or promotions - not articles
* Pictures need to be sent separately as an attachment and the original pictures **Please do not** **format them in any way, we will do it**-- not embedded in a Word document
* Articles need to be brief, highly relevant and actionable
* At a minimum, **Who**, **What**, **When** and **Where** needs to be in the first paragraph,
* Articles need to be brief, to-the-point and of interest to the entire State Council
  + What is the event/activity about?
  + Whom did it benefit?
  + What was the result?
  + Who are the key players/Knights?
* Similar story submissions will be consolidated/batched into one article by the Editors
* Authors must submit on time per the Editor production calendar- **Deadline 1st of each month**
  + Late submittals will be placed farther down the newsletter or not published.
* Proof your article carefully for spelling and grammar before sending (use spellcheck)
* Document filename should reflect the office/title, i.e. State Deputy article
* Every Region needs to participate – one page of the Invocation will be dedicated to each Region respectively
  + If a region does not submit content their page will be eliminated from that issue
* Cover story submissions need to be submitted ahead of the deadline due to special photo editing
  + Cover story photos – in portrait style at least 1mb in size - not formatted or resized
  + filename “Cover Story”

Send all information:

Region 1: Robert C. Guillery [rag130@outlook.com](mailto:rag130@outlook.com)

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For general information or questions email: [invocation@floridakofc.org](mailto:invocation@floridakofc.org)

Here are some things that we don’t want you to do:

Don’t text the information and pictures. We will not accept them.

Don’t send a PDF we want a word document.

Don’t modify the pictures in anyway, we will if we need to

Don’t send us a link to the article from newspaper, we want the original article

We want to make the Invocation the best Newsletter in the Order. For this to be accomplished we need to hear from you, and we need you to follow these guidelines. If you have any questions, please reach out to us and we will help you in anyway we can.

We are always looking for Brothers to help so if you want to be a part of team please let us know. Email [Invocation@floridakofc.org](mailto:Invocation@floridakofc.org)