



TEMPLATE FOR SYNOD ARTICLE SUBMISSIONS

Archdiocesan Communication Services Office (CSO)

Thank you in advance for sharing your Synod Story with us! You take part in a special way in our communal mission of proclaiming the Good News of salvation. Your Synod Story will help motivate and inspire other members of our local Church, and give them the reassurance that they are not alone in their journey as a missionary disciple of our Lord Jesus Christ.

Below is a general guide for Synod Story submissions. The print-ready template is on the next page.

Style

- The piece(s) should be written as an article.
- Include quotes from event participants, if applicable. Try to include other perspectives in your article. What were the motivations of the participants/organizers?
- Include the five Ws: Who, What, When, Where, Why. If applicable, the How.

Length

- The length of the articles should be between 300 and 500 words, including quotes.
- For major events with multiple parts (e.g. conferences with various keynotes, workshops, activities, etc.), the article can be longer.

File Format

- Submit in a word processor file – MS Word, Apple Pages, etc.
- Do not send PDF files – For our purposes, PDFs are difficult to reformat and to insert on our website interface.

Article Photos

- JPEG format
- Low resolution photos – Our website only accepts photos that are 5 MB in size or lower.
- Maximum of three photos included in the article body. Include captions.

Videos

- Perhaps someone in your community is gifted with video recording/editing. You may also choose to share videos with the CSO.
- You can upload videos on YouTube and send the link to communications@archwinnipeg.ca.

Distribution

- Synod Stories will be distributed through our Archdiocese of Winnipeg website (www.archwinnipeg.ca), through the regular Synod Update e-mails circulated throughout the Archdiocese, as well as our Archdiocesan social media platforms.

Synod Story Print-Ready Template

Article Title (something catchy, like a newspaper headline):

Event (What is it?):

Logistics (who, what, when, where):

Purpose of the Event:

Personal Experience:

Quotes:

Inspirational/Motivational Message to the Archdiocesan community: