

SUBMISSION OF ARTICLES & PHOTOS

EFFECTIVE FEBRUARY 1, 2020

Please read the guidelines below for information regarding the submission of articles and photos to *People of God*.

- *People of God* is published monthly with the exception of July. Parishes, schools, parish lay organizations, and ASF approved organizations are invited to submit articles. Approval by the pastor is encouraged.
- No submissions are guaranteed placement in *People of God*.
- Digital media is preferred. Text should be in either MS Word or text format (.txt). **Articles should be a maximum of 400 words, 300 words if a photo is also submitted.** Author, ministry and parish must be included.
- Submitted photos must be high-resolution in .jpg and sent via email to LRADIGAN@archdiosf.org. A brief caption (no more than 50 words) and the name of the photographer must be included. Images should be 300 dpi resolution.
- Individual photos (not accompanying an article) may be submitted with a caption up to 100 words. Identify individuals (from left to right), their title, parish, a brief description of what is taking place, and the photographer's name. If you are submitting a hard copy of a photo and wish it to be returned to you, include a self-addressed stamped envelope. **NO COPYRIGHTED PHOTOS WILL BE ACCEPTED.**
- **The deadline for submission is the 10th of every month.** For example, for the article and/or photo to be published in the March issue, it must be submitted by February 10. **No submissions will be accepted after the 10th.** Articles submitted after the 10th may not appear in the following issue. No reservations will be accepted. The editor reserves the right to publish, omit or edit any article submitted for publication.

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OUR CATHOLIC POPULATION IS OVER 320,000. THE ARCHDIOCESE OF SANTA FE COVERS AN AREA OF 61,142 SQUARE MILES WHICH INCLUDES 93 PARISHES AND 226 MISSIONS. THE MAGAZINE IS DISTRIBUTED TO ALL PARISHES AND PUBLISHED ON OUR WEBSITE WWW.ARCHDIOSF.ORG



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