



Sooner Catholic Submission Policy

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Prepared by
Office of Communications
Archdiocese of Oklahoma City

I. **General Mission of the *Sooner Catholic***

Our sacred purpose as the people of the Archdiocese of Oklahoma City is to joyfully witness to the Catholic faith in central and western Oklahoma through the teaching, sanctifying and governing ministry of Christ and His Church so that the Body of Christ is made present, the universal call to holiness proclaimed and all people are welcomed into the promise of eternal life. The *Sooner Catholic* exists to provide the archdiocesan faithful with the information they need to live that purpose.

II. ***Sooner Catholic* Print Production Schedule**

The *Sooner Catholic* production schedule spans a two-week period. Freelance writers should attend in person or via teleconference the writers' meeting held at Noon on the Friday prior to the first week of production. Following the writers' meeting, the news team produces the stories and submits them to the editor by noon on Friday of the first week. The editor edits all stories. Deadlines are subject to change due to calendar and holiday restrictions.

The printer publishes and the mail house distributes the newspaper from Wednesday to Saturday of the second week. The official publication date is the Sunday of the second week.

III. ***Sooner Catholic* Print Submission Schedule**

Would-be contributors to the *Sooner Catholic* print edition may submit content for the newspaper in four ways. Contributors may (a) submit story ideas for the budget, (b) submit story information, (c) submit stories or (d) become a freelance writer for the paper.

A. *Submitting Story Ideas*

To submit a story idea to the *Sooner Catholic*, e-mail the information to tips@archokc.org.

Contributors should mark the subject of their e-mail "Story Idea." The content of the e-mail should include a brief description of the story idea (who, what, when, where) along with contact information of a potential source to interview about the story.

B. *Submitting Story Information*

The editor reserves the right to rewrite the story to conform to journalistic, *Sooner Catholic* and Catholic News Service styles. Articles also may be edited for space.

Accompanying photos should be submitted unedited (i.e. uncropped, no touch-up, unfiltered).

C. *Submitting Stories*

To submit a full-length story to the *Sooner Catholic*, contributors should e-mail tips@archokc.org by **Noon Friday of the first week of production** (10 days before the publication date).

Contributors should include the title of the article in the subject of the e-mail, and include a suggested headline. The full-length story should be in the body of the e-mail, not an attachment. Generally, articles should be a minimum of 350 words and no longer than 600 words. Any accompanying photos should be submitted unedited (i.e. uncropped, no touch-up, unfiltered).

D. *Freelancing for the Sooner Catholic*

To become a freelance writer for the *Sooner Catholic*, contributors must submit to the editor at least three examples of previous published work.

The managing editor assigns stories and word counts to freelance reporters. If extenuating circumstances will prevent the freelancer from meeting the given deadline, he or she should contact the editor as soon as possible.

Freelancers should e-mail their stories to tips@archokc.org, with the subject of their e-mails labeled with the slug of their story. The story should be submitted in the body of the e-mail rather than as an attachment. Photos should be submitted unedited (i.e. uncropped, no touch-up, unfiltered).

The freelance rates are as follows:

Story (minimum of 350 words): \$100

Photos (minimum of five shots from which to select): \$30

Story and photos: \$130

IV. ***Sooner Catholic Online Production Schedule***

The *Sooner Catholic* editor and managing editor update the “breaking news” and “news” sections of the *Sooner Catholic* website as well as the homepage of the archdiocesan website. They also update the official archdiocesan Facebook, Twitter and Instagram accounts.

V. ***Sooner Catholic Online Submission Schedule***

Would-be contributors to the archdiocesan and *Sooner Catholic* websites should e-mail whatever content they want to appear on the website and/or archdiocesan social media accounts to tips@archokc.org no later than **the close of business (4:30 p.m.) the day before they want the content to be published**. Contributors should mark the subject line of their email “Website Content” and/or “Social Media Content.” Exceptions to deadline will be considered for genuine breaking news.

VI. *Sooner Catholic* Publication Criteria

The *Sooner Catholic* editor gives publication priority to those stories that meet the following criteria upon submission:

- A. The story aligns with the purpose and mission of the Archdiocese of Oklahoma City and the *Sooner Catholic*.
- B. The story meets general standards of newsworthiness. At a minimum, it is relevant, timely and proximate. Preferably, it includes information that will have a future impact, features prominent members of the archdiocese, involves or affects a significant number of people in the archdiocese, or incorporates a human interest element.
- C. The story quotes at least one credible source and preferably three.
- D. The story contains few to no spelling, grammatical or style errors. The *Sooner Catholic* uses AP Style, except where it conflicts with Catholic News Service or *Sooner Catholic* style.

VII. A Note about New Media

It is the responsibility of the Office of Communications and the *Sooner Catholic* editor and staff to decide through which medium a particular piece of content should flow. The director of communications and *Sooner Catholic* editor and staff are committed to sharing the messages of the archbishop and members of the Archdiocese of Oklahoma City as effectively as possible. It is the goal of the director of communications and editor and staff to reach the target audience for a particular piece of information.

VIII. Summary

The editor and staff members recognize the unique character of the Catholic press, which exists not simply to report “news,” but to report the Good News. Similarly, they value *Sooner Catholic* sources, contributors and readers – of both the print and online editions. It is, then, the policy of the *Sooner Catholic* editor and staff to accommodate contributors to the paper/website to the greatest extent possible. Similarly, it is the policy to publish – either in print or online – as much information as is relevant to the members of the Archdiocese of Oklahoma City.

The editor reserves the right to refuse publication of a story for any reason, including but not limited to missed deadline, lack of newsworthiness, factual inaccuracy or lack of space.