

## SUBMISSION OF ARTICLES & PHOTOS

- *People of God* is published monthly with the exception of July. Parishes, schools and parish lay organizations are invited to submit articles.
- 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.
- Photos must include a brief caption and the name of the photographer. Photo formats: JPG, TIFF, PDF or hard copy. JPGS are preferred. Images should be 300 dpi resolution in CMYK or Grayscale format.
- Individual photos 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 photographer's name. If 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 10<sup>th</sup> of every month.** For example, for the article and/or photo to be published in the October issue, it must be submitted by September 10.
- The Editor reserves the right to publish and edit any article or caption 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. You are reaching 93 parishes and 226 missions. The magazine is also published on our website [www.archdiosf.org](http://www.archdiosf.org)**