**Pucklechurch News**

**Contributor Guidelines & Template**

The Editorial Team are asking contributors to submit their articles using these guidelines to support the activity required to publish the Pucklechurch News. This approach will allow the Team to create a consistent and efficient edition. You can continue to submit your article via email or use the template supplied.

Guidelines:

Preferred Fonts:

* **Calibri font at 14pt for article titles/headings in Bold**
* Calibri font at 12pt for text

Number of words:

* Please keep your article to maximum of 400 words where possible

Copy dates for 2025 are:

10th May for June Edition (Summer)

10th August for September (Autumn)

10th November for December (Winter)

10th February for March (Spring)

All articles and images or any queries are to be sent to the PCN Editor, Jayne Hawkins via [jaynehawkins1509@gmail.com](mailto:jaynehawkins1509@gmail.com) or [editor@pucklechurch.org](mailto:editor@pucklechurch.org)

Please confirm you have read our Editorial Policy: YES/NO

[https://www.pucklechurchparishcouncil.gov.uk/Policies\_\_and\_\_Documents\_33851.aspx](https://url.avanan.click/v2/___https://www.pucklechurchparishcouncil.gov.uk/Policies__and__Documents_33851.aspx___.YXAxZTptYmEtZ3JvdXA6YTpvOjhkZWY5MjExNmFlNTMyMjFmNjE3NGQwYjBhZTc3NWM2OjY6OGE4MTo3MDdiM2Y0YjFjMDUyMjg4Nzk0NDEyMDI1ZDdlNDQxZjQzNGFmNzFlMDEwMGFmNzMxZDMxMWZiMWRkYTMyYjlkOnA6VDpO)

**PUCKLECHURCH NEWS – ARTICLE TEMPLATE**

**Name of contributor/organisation:**

**Date:**

**Article title:**

**Article text:**

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**Image or logo supplied?** YES/NO

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*NB If you need the author’s name to remain anonymous, please attribute the article as a committee member/group organiser, e.g. Chairperson, Pucklechurch Revel*