



Universalist Church of Spokane SUUN Editorial Guidelines

Purpose: The SUUN is an official publication of the UU Church of Spokane (UUCS) and serves as the primary written communication tool about the ministry, philosophy and activities of the Church. The SUUN sets a tone, serves as an introduction for new people and publicizes opportunities for involvement.

Target Audience: Members, friends and potential members of UUCS; Other UU congregations and associations.

Distribution: New issues mailed on the first Wednesday of each month to UUCS members and friends of the congregation. Available as a PDF file on our web site at www.uuspokane.org.

Contributions:

- **Primary Sources:** Minister, Board of Trustees, Management Team, staff, recognized teams — generally about UUCS centered areas of interest.
- **Secondary sources:** UUA, PNWD, members — on space available basis.

Submission Method: By e-mail to suun@uuspokane.org, with name and telephone number included. All contributions will be acknowledged.

Deadline: Last Thursday of the month preceding distribution.

Article Priority: Every attempt is made to include all submissions. However, articles submitted will be prioritized for inclusion in the following order:

- Columns by the Minister, Board of Trustees, Management Team, Programs
- Board or congregational policies or issues
- Upcoming church events
- Team information
- Denomination/District information
- Member's articles relating directly to church ministry, business or activities
- Outside community events/news related to mission of church

Limitations: Generally, submissions will be placed in the SUUN only twice. Brevity is encouraged, with most articles limited to under 200 words. No article should be longer than 400 words.

Exclusions: Personal opinions/editorials; Advertising.

Editing: Accuracy is the responsibility of the contributor, not the editor. Articles are subject to editing or clarification by the editor, with appropriateness determined by the editor in consultation with the Management Team.