Boyle McCauley News
Editorial Guidelines
Revised: April 2019

Thank you for your interest in contributing to *Boyle McCauley News*. The paper could not continue without its dedicated volunteer writers and photographers. Here are some guidelines to help you make your submissions fit the style and needs of the paper.

Editorial Mandate
The editorial mandate of *Boyle McCauley News* is to focus on the positive aspects of our community, report on community events, and profile people in the community doing innovative and interesting things. The paper is also realistic about the challenges in the area and discusses these issues in a family-appropriate, solution-based way, with input from community members.

Editorial Deadlines
BMC News publishes print issues eight times a year, spaced six weeks apart. There may be some flexibility in special circumstances, but articles submitted after the deadline will often not be able to be used because of our tight publication schedule. The deadlines and publications dates for 2019 are:

Volume 40, Issue 1
Distributed by February 1
Editorial Deadline: January 12
Advertising Deadline: January 15

Volume 40, Issue 2
Distributed by March 15
Editorial Deadline: February 20
Advertising Deadline: February 23

Volume 40, Issue 3
Distributed by May 1
Editorial Deadline: April 12
Advertising Deadline: April 15

Volume 40, Issue 4
Distributed by June 15
Editorial Deadline: May 22
Advertising Deadline: May 25

Volume 40, Issue 5
Distributed by August 1
Editorial Deadline: July 12
Advertising Deadline: July 15

Volume 40, Issue 6
Distributed by September 15
Editorial Deadline: August 22
Advertising Deadline: August 25

Volume 40, Issue 7
Distributed by November 1
Editorial Deadline: October 12
Advertising Deadline: October 15

Article Length
Articles should be between 300 and 500 words. If you feel your article needs to be longer than 500 words, please consult with the Editor.

Article Content
Your stories should always communicate information that readers will find useful, stimulating, or entertaining. If your story is about a personal experience, it should include concrete details. The story as a whole should stay focused around a main point or theme you wish to communicate.

Also, try to avoid too much opinion in an article. If you wish to offer a personal opinion on something, such a piece is more appropriate as a Letter to the Editor.

Your articles should offer real and specific information about Boyle Street or McCauley, both neighbourhoods, or about a particular event, person, social issue, etc. that will be of interest to our readers. In other words, when making statements in your articles, back them up with facts and research. Avoid making accusations against others and especially naming names. Such behaviour could result in making the paper – and the writer of the article – vulnerable to legal action.

News stories should include all of the details (the five "Ws": who, what, when, where, and why) and quotes from people involved where relevant.

While some of our readers have advanced degrees and high levels of literacy, other readers struggle with words. As such, avoid complicated words and language. Communicate your ideas as simply and directly as possible. Aim for a grade 8 readership level.

Letters to the Editor vs. News Articles
To summarize the above: Letters to the Editor are generally based on a personal opinion about a situation or event. News articles are intended to convey information and contain hard facts, without added commentary that is the personal opinion of the writer.

More About Content
Boyle McCauley News goes into most of the homes in the area, and as a result we have to be conscious of maintaining a tone appropriate for family readership. Avoid the use of expletives (swearing) as well as graphic depictions of violence.

If you are unsure if a story idea is appropriate, consult with the editor beforehand. In most cases, story ideas can easily be adapted to fit our mandate.

When you submit your work, please submit only your final draft with all of your research and fact-checking complete. When a writer submits a story, then submits another version with additions or corrections, there is a risk of the wrong version being used. As well, time would have been spent editing the first version only for it to be replaced by a new one.

Where space is an issue during the layout phase of production, priority is given to articles dealing with community news and events, thematic and seasonal material, as well as items of a time-sensitive nature. Other features may be held for publication in the next available issue if they are not time-sensitive and do not contain information relevant to a specific month.

Style/Formatting
These are some basic style guidelines to keep the paper consistent. For more detailed style specifics, refer to the most recent issue of the *Canadian Press Stylebook.*

1. It is Boyle Street (not just "Boyle").
2. It is McCauley (not MacCauley).
3. When referring to the entire area, it is Boyle Street and McCauley (not "Boyle McCauley").
4. **Format:** .doc or .docx are preferred, sent as an attachment. If this is not possible, you can copy and paste your text into the main body of an email.
5. **Titles:** Titles of books, plays, and movies are in *italics*. Titles of songs, poems, essays, or short stories are "in quotation marks."
6. **Canadian Spelling:** *BMC News* uses the Canadian spelling for words such as "flavour," "neighbour," and "colour."
7. **Punctuation:** Periods and commas go within closing quotation marks "like this." Other kinds of punctuation (dashes, colons, semi-colons, question marks, exclamation points) are placed outside quotation marks, unless they are part of the quotation. As well, **please use only one space between sentences**. Otherwise, we have to strip out the extra spaces during the layout process.
8. **Serial Comma:** *BMC News* uses the serial comma in a sentence containing a list. This means that a comma is used before the final "and" in a sentence. For example: I went to the store and bought a container of milk, a stick of butter, and a loaf of bread.
9. **Numbers:** Numbers from one to nine are spelled out as words. Numbers 10 and above are presented in numerical form (10, 105, 3012) except at the beginning of sentences.
10. **Dates and Times:** The format for dates is: March 20, 2007. For times: 5:00 p.m.

Photographs
Stories should be accompanied by photographs wherever possible. Photos should be 300 dpi and submitted in digital format. Hard copy photographs should be scanned at 300 dpi. If you do not understand these technical terms, talk to the Editor and she'll help you out.

Submit the photos exactly as they come off of your camera. We can handle editing them. As well, if you require photos be scanned and do not have access to a scanner, we can take care of that for you. We can also arrange for a photographer to take photos if you do not have a camera. Just make sure to contact the Editor regarding your needs well in advance of the deadline.

The main thing to bear in mind is to submit photographs that are larger, rather than smaller. Small photos do not reproduce well in print.

If you don't know how to get the photos off your camera, talk to the Editor. We have a card reader in the office.

Photos taken in public spaces and at public events are usually fine without getting special permission from the people in them, if the people appear in groups. However, permission should always be obtained for photos of children if their faces are clearly shown (from their parents/guardians). We also do not print photographs of vulnerable people (such as homeless people) without their permission. Photos that single out individual people should be accompanied by a Photo Permission Form which should be filled out and handed in to the Editor.

Editing
Submissions may be edited for clarity and length. In some cases, the Editor will work with the writer to revise the piece. Contributors are welcome to discuss editorial decisions, but abusive messages and comments will result in the contributor's services being terminated. The Editor is the front line of the paper and will normally make decisions about editorial matters. Disagreements will be taken to the Board of Directors, which has the final say.

Website/Social Media
Written submissions and photographs in the print edition will also appear on our online edition at our website, and promoted through our social media. Submissions that do not make it into the print edition may also be used on our website and social media. We also accept submissions specifically for our website and social media. These submissions are subject to the same editing process and require the same style and formatting as for the print edition. The exception is that written submissions can be slightly longer, up to 700 words.

Privacy and Consent
When you make a submission to the paper, you are consenting for that piece of work to appear in both the print and online editions, as well as promoted on our social media. Issues are converted into PDF format and archived indefinitely on our website. As a result, be mindful when including personal information such as phone numbers and addresses.