

Preparing articles/information for the *Jewish Journal Monthly Magazine*

Content is the most important aspect of your submission.

Material submitted to the *Jewish Journal* should be written with the reader in mind, recognizing that what may be well known by some people may be new to many others.

That means every article has to answer the six questions of journalism: the “5 Ws and one H” — the who, what, when, where, why, and how.

And the “**who**” could be the names of participants, the target audience, (and if your target is children, you need to address parents, too) the people in charge, or people whose awareness you want to increase.

The “**what**” can be an explanation of an event or the requirements for participation, including fees or admission charges, and preferred age groups

For “**when**,” don’t forget the dates and times an event or activity will occur and the deadline dates to sign up or reserve a place.

“**Where**” seems almost obvious, but it’s important to give locations with addresses to those who may be unfamiliar with the area. There are many ways to answer the “**why**” question. Is the purpose fundraising or familiarization, religious or recreational, entertaining or educational, or perhaps a combination of any of the above.

As for “**how**,” think *how* your article is relevant to most *Journal* readers, not just those who belong to your organization or congregation.

Please understand that the articles and information you submit may be edited for length, standard English, journalistic style, and the style of the publication.

The best way to submit articles or information to the *Jewish Journal* is by email to journal@jewishyoungstown.org.

Prepare your story using the following guidelines.

Write your story using Microsoft Word.

Please compose your text in normal paragraphs. You don’t need to worry about formatting. That’s the job of your JJ editor. In fact, it’s best if you avoid — **bold face**, underlining, and text composed in all UPPER CASE (capital letters) When you reach the end of a paragraph or are ready to begin a new line, use the **[enter/return]** key. Do not use the [shift/ return] combination.

To enable good typography, use only one space at the end of a sentence, rather than two (an older style designed for use with typewriters).

To indent, hit the tab key once; please don’t use the space bar.

Please do not submit forms.

Good quality photographs help tell your story.

Please send high resolution, large-size jpegs, each transmitted as a separate attachment to your email.

Photos taken with cell phones or taken from Facebook rarely have adequate resolution to ensure good reproduction on newspaper.

On a separate text document, please list the names of all individuals (from left to right) in each photograph.

If you have questions, please email Elise Skolnick, editor, at journal@jewishyoungstown.org, or call 330-746-3250, ext. 187.