



THE EPISCOPAL DIOCESE OF MARYLAND

COMMUNICATIONS OFFICE
Contributing to DioMaryland eNews

About

DioMaryland eNews focuses on news and announcements about events involving the entire diocese as well as ecumenical partners. We welcome links to local newspaper or online stories about your congregation and ministries. Our electronic newsletter is delivered every two weeks via MailChimp to opt-in subscribers. Subscribers may easily opt-out at any time.

Content is distributed into these categories:

- **Latest News** — brief (50-125 words) posts that appear as snippets with an invitation to... READ MORE
- **Coming Events** — links to events that would be of interest to the wider Diocese
- **Announcements** — headline and link to brief text (50-125 words)
- **Clergy and Transitions** — bulleted list

Editorial Standards and Deadlines

Digital technology has changed how people read online, which is why word count is limited to 50125 words. Everything we receive will be reviewed and edited for online readability. Please:

- Events may be publicized two months in advance. Include a full link to where the event is publicized (e.g., on your parish website, Facebook page, etc.)
- Submit news and announcements within the body of an email.
- Use language that's warm, personal, and inviting; active voice.
- Hard deadline: at least seven (7) working days before you want it posted.
- Send full links (<http://www.andwhateveritis.whatever>) to locally published news items (e.g., Baltimore Sun articles about churches in our diocese) or online news sources.
- Do not send images that include children unless you have a written, signed release from a parent/guardian.

Note: We don't have the space to publish every event we receive. When it comes to digital communications, fundraisers, study groups, celebrations, etc., are generally better publicized via Facebook (page or group) or by sending emails to nearby congregations. If you need help setting up and using Facebook, plan to attend one of our social media training workshops.

Send To

Our email address is: enews@episcopalmaryland.org.