

## GUIDELINES FOR SUBMITTING ARTICLES TO *THE CHIMES*

*The Chimes* is intended to equip and encourage readers to participate fully in the life of Acton Congregational Church. Articles should relate directly to the church and its ministries, committees, and members. Submissions will be edited for style, grammar, and length at the discretion of the editors.

If you wish to submit an article:

The monthly deadline for submission can be found on *The Chimes* website.

Submit your article as a Word Document attached to an email sent to [chimes@actonc.org](mailto:chimes@actonc.org).

Articles should be clear, concise, and simply worded. In most cases, they should be no longer than 250 words.

You may include your telephone number and email address for readers to contact you directly if you wish, although keep in mind that *The Chimes* is published on the church's webpage. If you would rather have readers contact the church office, please let the office know in advance so they can assist you.

While concise articles thanking a group for its work on a project and noting the results of the project (e.g., "the fundraiser earned "x" dollars ") are welcome, we do not usually publish articles listing individuals and their roles.

Sign the article with your name and your committee's name, if applicable.

Contact one of the editors if you have any questions: Molly Mink, [minkmj@gmail.com](mailto:minkmj@gmail.com), and Barbara Skaggs, [bwskaggs@comcast.net](mailto:bwskaggs@comcast.net),

*The Chimes* editors