

SNOWFED

The
best place
to get the word
out and for local
news, since
1986!

Methven & Foothills Community Newspaper - owned by Mt Hutt College

Article Submissions and Contributions to Snowfed

We love having members of our community submit articles and contributions to Snowfed for publication, on topical matters of interest to our readership. Thank you for your interest in being a part of our vibrant, much loved and well-read weekly newspaper.

The Snowfed is a positive, newsy, informative newspaper. We do not sensationalise stories and articles, however we will present factual balanced, substantiated information at time of print (as much as possible), on a wide variety of topics - even the gnarly ones, that affect and reflect our Methven and Foothills communities.

As an article submitter, you take responsibility for the accuracy of your article, print and copyright permissions of any photographs, images or artwork and text you submit. Please supply bibliographical references if necessary. Derogatory, defamatory, discriminatory, or illegal text and artwork will not be accepted.

We are in the business of news and information for our community and may not accept articles/photographs that have already appeared in social media or another publication, as they are then no longer news. We may consider alternative photographs and a different slant/angle on the story/article. *Please do get in touch* regarding this if you feel your article is newsworthy.

Text:

We don't specify a word count, but articles need to be **3-5 small-medium sized paragraphs** and free of any formatting (please, no boxes, tabs or tables/grids - they do not convert onto design software). They may be edited or abridged to fit our size and space requirements. **Please send your text as a Word.doc or Pages.doc attachment.** Articles cannot contain advertising information regarding a future event or contact details as they are then considered advertising and will be charged as such. **Schools:** please keep your text to 2 - 4 medium sized paragraphs to allow room for your photos.

Photos:

You are welcome to include 1-4 of your best photographs (a mixture of portrait and landscape shapes are good) in large resolution JPEG files - these can be included dependent on space. **Please attach these on the same email as your text.** They need to be a high resolution or large size. If taken on a phone (late model Samsungs and iPhones take great photos), you can change the size to large in the phone settings before you attach them. Please do not send more than four photos. Do write the names of the people in your submitted photographs at the bottom of your text document (schools are not required to do this or may choose to use first names only) clearly identifying which photograph they are for. Please check you have permission of those in the photos to publish, prior to sending to us. **Articles and photos need to be attached to one email.**

Please include a contact phone number on your email. We need to receive your submission by Friday of the week prior to publication. With the exception of school submissions, your article will be published as soon as there is available space. If you are unsure about anything, please phone Snowfed 03 302 8437 extension 3.

***Thank you for your valuable contribution
- we look forward to working with you.***

The opinions, beliefs and viewpoints expressed by the various authors of Snowfed do not necessarily reflect the opinions, beliefs and viewpoints of Snowfed and Mount Hutt College.