

Checklist for submitting stories for Trinity Topics

Submit an article: The heart of Trinity Topics is writing by its members. Whether you choose to write about an area of expertise, a Trinity event (past or present), or a current news topic, your information may interest and assist members of the Trinity Parish community. Articles for consideration are due to the editor by the third Monday of the preceding month. While all articles are considered, preference is given to those with direct relevance to Trinity Episcopal Church, its activities, and its mission.

- Your lead paragraph should include the basics: who, what, when, where and why. Many readers won't read the entire article, so get the most important info up top.
- You can fill in details, but prioritize them, with the most important first.
- Be sure there's a point to your article. You want to be sure readers know exactly what you want to communicate.
- A catchy headline is nice, but even better is one that lets the reader know what is coming up in the story.
- Don't use jargon, acronyms or other hard-to-understand or obscure language. Plain English is best. You want to communicate, not demonstrate a large vocabulary!
- Keep in mind that your audience includes a wide range of ages, interests, and backgrounds. Don't assume everyone will know what you're talking about.
- It's often helpful to provide a contact for more information: e-mail or phone number, or both.
- If there's a timeframe during which your story should appear, please make sure you get it in on time, and indicate whether it should run for more than one issue.
- Proofread your story before you send it. Editors can catch most typos, but not dates, phone numbers or e-mail addresses.

Now accepting book and movie reviews

Reviews should be 200 – 300 words in length. Relevance to Trinity and current issues will be given preference.

Trinity Topics seeking puzzlers

All you have to do is create a word list and a brief explanation of your topic — the Topics puzzle wizard will do the rest. All ages encouraged to submit a word list!

Contact us!

Got an idea? Itching to write, edit, market, publicize, photograph, illustrate, video, podcast, code, blog, or just plain communicate? Us, too! Get involved with the Communications Team. We meet on the 2nd Friday of each month at 11:15 a.m. in Trinity's library. *If you can't come, no problem.* Let us know of your communications superpower, and we'll put you to work! ALL AGES are encouraged to get involved with Communications at Trinity!