



Diocese of Wangaratta The Advocate

How to submit articles and photos to be included in The Advocate

Thanks for choosing to submit a piece for The Advocate. This information page will guide you through the process so that it is as easy as possible for you to get noticed in The Advocate.

Step One:

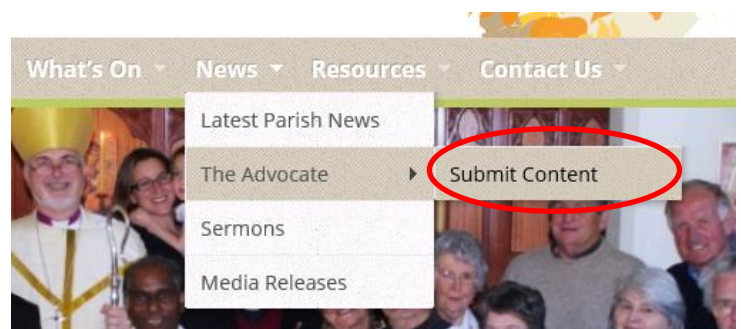
First step is to prepare your article. There are two ways that we like to see articles prepared.

- A. You write the article and have a photo to go with the article, separately.
- B. You have a word document that contains the article and the photo.

If you have an article and multiple separate photos, we would like you to add the images to a compressed ZIP folder. This can be achieved by highlighting all of the images and right clicking them, and selecting "Send to" and "Compressed (zip) folder).

Step Two:

When you have completed the preparation of your articles, we ask you to submit them using our online submission tool. Navigate to our website (wangeratta-anglican.org.au) and hover your mouse over the menus "News" and "The Advocate" and click on "Submit Content"



Step Three:

You will be taken to a page that looks like the image below.

Advocate Submissions

If you have an event or story from your parish, please send it to the Advocate Editorial Committee at registry@wangeratta-anglican.org.au or by using the form below.



Note: Submissions must be made before (or by) the 16th of each month to be included in the Advocate. Late submissions will be considered only if there is space to be filled.

Name: *

Email Address: *

Subject: *

Message: *

Attachment:

Supported file types: HTML, TXT, CSS, GIF, PNG, JPEG, JPG, TIFF, BMP, AI, EPS, PS, RTF, PDF, DOC, DOCX, XLS, ZIP, RAR, WAV, MP3, PPT. Max file size: 2MB

Send me a copy

Submit

This page can be used to submit your content. You must enter your name, email, a subject (e.g. St. Paul's, Christmas Celebrations) and a message. The message field can be used to write your article. Copy and paste the text from your article into the "Message" box.

To add a photo, click "Browse" and select the photo you wish to attach. Alternatively, if you wish to attach multiple photos – use the ZIP archiving method explained in step one, and attach the ZIP file.

If you do not wish to write the article's text in the "Message" box, you **may** add a Word or Publisher document to the ZIP archive.

Note: We recommend you use the author's name in the "Name" field, if the submitter is not also the author.