

WESTERN MASSACHUSETTS COUNCIL



Thank you for your help as we strive to increase the amount of quality information sent to our Scouting family and friends through *The Western Massachusetts Council Compass* e-newsletter. Before each edition, many articles and photos are received. In order to make the editing of each edition as efficient as possible, please adhere to the following guidelines.

Compass Article Guidelines:

- Articles are due on the 15th of the month prior to release, and should be sent to compass@wmascouting.org.
- Preferred format is Publisher for articles, but Word is acceptable. PDFs will not be accepted.
- Font needs to be Franklin Gothic Book at 11pt, single-spaced.
- Photos are great! Please send them along and we'll try to use as many as we can. Preferred format for photos is .png, but .jpg is acceptable. Please send photos as an attachment not embedded in the body of the article.
- Space is limited. If there is a lot of information to be shared, have the full article posted to the council website and link to it with a "teaser" in the Compass. Be sure to send us the correct link that you want to be included. Note that a 1-page article in Word actually becomes closer to 2 pages after being reformatted to the Publisher template in the Compass.
- The "S" in "Scout" and "Scouting" is always capitalized.
- Please refer to the Scout offices as the Scout Service Centers.

We reserve the right to edit any content sent for use in the *Compass*. Although we try to include all content sent in, articles and photos are not guaranteed a spot in the upcoming *Compass* edition. In the event that such materials are not included, we will try to include it in a following edition.

Thank you,

Eric Oulette
Staff Advisor, Communications