

Federated Women's Institutes of Ontario

Home & Country ROSE Garden Upcoming Deadline Dates

The *Home & Country ROSE Garden* – the provincial newsletter of the Federated Women's Institutes of Ontario – is published and distributed twice a year. WI Members are welcome and encouraged to send stories and **high-quality** photos on or before the deadline dates noted below for consideration in an upcoming issue. Please review the **Editorial and Graphic Guidelines** to ensure your submission meets our criteria for publication.

NOTE: If you are unable to send a typed submission, please **PRINT CLEARLY**.

Fall 2017

Content due: June 1, 2017

Distribution: September 2017

Spring 2018

Content due: December 1, 2017

Distribution: March 2018

Submissions can be emailed to andream@fwio.on.ca.

Or send by regular mail to:

Home & Country ROSE Garden
c/o FWIO Provincial Office
552 Ridge Road
Stoney Creek, ON L8J 2Y6



If you have any questions about making a submission to the *Home & Country ROSE Garden*, please contact H&C Editor, Andrea Morrison, at 905-662-2691 or andream@fwio.on.ca.

Home & Country ROSE Garden

Editorial and Graphic Guidelines

Target Audience

The target audience of the *Home & Country ROSE Garden* is both current and prospective WI Members.

What to Submit (Please refer to the “Newsletter 101” document for additional tips)

The *Home & Country ROSE Garden* welcomes articles or suggestions for articles on the following:

- **“Good news” stories/success stories** from Branches, Districts or Areas on specific WI projects, events, activities or ROSE Sessions.
- **“Meet the Members”** – Profiles of WI Members who have made special contributions to WI. One profile will appear per issue. Please include a photo.

Articles

Due to the quantity of submissions received, we request your submission be 250 words or less. Longer submissions will be reviewed at the discretion of the Editor. **A write-up accompanied by a photo is preferred.** Please note: your article may not appear exactly as submitted. It will be edited appropriately to include as much information as possible. Articles should include the title and a description of the program/event.

100th Anniversaries

- Effective in the Fall 2011 issue, 100th Anniversaries are now being featured in the newsletter.
- A photograph and short write-up (100 words or less) may be submitted for recent 100th Anniversary celebrations.
- Due to the quantity of celebrations, your submission may not appear immediately, but will be kept on file for a future issue.

Branch Profile

One Branch is profiled per issue and is selected by their Regional Board Director based on specified criteria.

Photos

- Digital or scanned photos should be saved as **JPEG** files and can be emailed to andream@fwio.on.ca
 - Digital photos should be at least **300 DPI** for good-quality duplication in the newsletter.
- Photos that are deemed “poor-quality” will not be included in the newsletter. This may include:
 - Photos that are blurry, printed on paper, taped together or sent in a format that is not usable.
- Keep in mind that an action photo often has more life than a posed shot (i.e. Members participating in an activity such as quilting, cooking, dancing, etc.)
- All photos submitted should be accompanied by a short write-up/story.
- Please include the names of each person in the photo and in the correct order (e.g. left to right).
- Due to the quantity of photos received, photos will not be returned after submission. Be sure to make an additional copy before sending your photo in.

NEWSLETTER POLICY

Bearing in mind the *Home & Country ROSE Garden* is only **20 pages**, it is not possible to print articles received on the following topics of a more local nature:

- District Annual and Area Convention reports and photographs.
- Anniversary celebration reports and photographs (with the exception of 100th Anniversaries).
- Individual membership milestones, such as the presentation of Life Membership certificates and pins (however, these may be included within a profile for “Meet the Members”).
- Tributes to deceased Members (with the exception of Provincial Presidents).
- Minutes or newspaper clippings of Branch Meetings.

This policy will be reviewed annually.