



## **Writing Guidelines**

Do you have an idea for an article for our newsletter? Would you like to write an article? If so, we'd like to hear from you.

## **Potential topics**

- May apply to daily life.
- Should appeal to older adults.
- May be about personal experiences.
- May summarize an Edgewater Village program. Subjects might be related to our neighborhood, the Far North Side of Chicago.
- May be informational. It could refer to a newspaper or magazine article. (Include the link to the article) for further background.

## **Standards**

We will not accept self-promotional articles, ones about politics, religion, race, or using profanity or derogatory language. We reserve the right to edit your submission and will publish at our discretion.

## **Submission Guidelines**

Length - Articles should be limited to 350 words.

Format - Must be in editable format (Word, RTF, Text). PDF format will not be accepted.

Tone - may be serious or humorous, but should be written in a conversational style, without using technical language or jargon.

## **Contact Information**

Include writer's name, email address, phone number.

## **Submit articles, ask questions**

Email [info@evchicago.org](mailto:info@evchicago.org). Use "Newsletter article inquiry" in the subject line.