

Dear Catholic Daughter,

We're glad that you wish to submit a story and photo for the "Court News" section of SHARE Magazine.

There are five sections in Court News: Anniversaries, CDA in Action, Focus on Youth, News & Notes, and People.

How to Write Your Story

You should write a brief story that includes basic information about the event, or person, that explains:

Who

What

When

Why

Where

Please remember when referring to your court to include court name, number, city and state.

Length of Story

Between 50-125 words

Photograph

Please attach a photograph with your story. Just one. With your photo write a caption of who is in the photo: identify each person "from left to right...", writing their first and last names, and, if it applies, their court, state or national titles.

For example, if the person is a court, state or national officer: “left to right, Jane Jones, regent, Linda Smith, [Name of State] state treasurer, Shirley Seyfried, national regent....”

You can also include a brief sentence as to what the people in the photo are doing -- for example, "seen serving breakfast at the holiday soup kitchen are, from left to right..."

Emailing Your Story to SHARE

Beginning April 15 (which is the deadline for the summer issue of SHARE) and for all issues following, SHARE will only accept emailed articles and digital photos in “JPEG” form. The definition of JPEG is inexplicably technical, but it is very commonly used for pictures taken with digital cameras. The reasons for the change are that digital photos are usually much clearer and brighter than hard copy photos, and handling both digital and hard copy photos has become cumbersome and time consuming, slowing down the production process for SHARE.

Photos and stories should still be sent by email to Tom Panas at: cdashare@aol.com.

You can email your story and photo caption within the body of the email or as a separate Word document attachment.

As mentioned above, you should send your photo as a “JPEG” attachment. We cannot accept photos that are “embedded” in documents with text.

If you have questions, also email Tom at cdashare@aol.com, or call him at 212-877-3041.

Thank you.

The SHARE Committee