

Dear Catholic Daughter,

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

Story

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

Who
What
When
Why
Where

Photograph

If possible, include a photograph. With your photo you should write a caption of who is in the photo: identify each person "from left to right..." writing their first and last names, and be sure to include court, state or national titles.

For example if the person is a court or state or national officer: "left to right, Jane Jones, regent, Linda Smith, treasurer, Joanne Tomassi, national regent..."

You can also include in your caption 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..."

Sending to SHARE

There are two ways for you to submit stories for publication in SHARE Magazine: by US Postal Mail and by Email.

US Postal Mail

Please type your story and photo caption, double-spaced. Be sure to include your name, address and phone number. Place the photo inside your letter. Send it to:

Tom Panas
c/o SHARE Magazine
Catholic Daughters of the Americas
10 West 71st Street
New York, NY 10023

Email

Please type your story and photo caption, double-spaced. Be sure to include your name, address and phone number.

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

If you send it as a Word document attachment, it should be in Word version 2003 or earlier.

You should send your photo as a “JPEG” attachment. We cannot accept photos that are “embedded” in documents with text.

You can email your story and photo(s) to tompanas@verizon.net

If you have more questions, don't hesitate to send me your questions by email at tompanas@verizon.net, or you can call me at 212-877-3041.

Thanks for thinking of SHARE Magazine.

Sincerely,

Tom Panas