

## PWOC.org Submission Guidelines

1. **Submissions should be made with specific and clear instructions.** Err on the side of too much information! Assume nothing, explain everything!
2. **Specify whether the submission needs to be formatted for archiving.** Before submission, please consider the value of the item being archived. While some submissions make excellent additions to the website, their relevance fades quickly with the passing of time. Irrelevant archiving takes up valuable storage space unnecessarily.
3. **Personal phone numbers are strictly forbidden on PWOC.org,** per regulation. You may, however, use an official phone number within the Chapel.
4. **PWOC.org email addresses have been issued to all International and Regional Board members and every active local installation worldwide.** These email addresses are to be used on the website. Personal email addresses will be phased out entirely.
5. **Any outside hyperlinks on PWOC.org will be strictly limited to** contracted vendors (conference/meeting location, hired speakers, etc.) or sites within the U.S. military command (Installation Chaplain website). Any local or regional PWOC hosting their own web presence will be required to go through their Chaplain Advisor's office for oversight. The Chaplain Advisor may request a link on the Installation Chaplain's website. PWOC.org may then link to the Installation Chaplain's website.
6. **Copyright laws will be strictly honored.** Make sure that you have permission to use what you have submitted and give credit where due.
7. **Downloadable files should be submitted as either MS Word or PDF.** MS Word documents are appropriate when the user must alter the file (ie. form). Otherwise, files should be submitted as PDF. If you do not have PDF capability, Microsoft offers a free 'Save As PDF' plug-in for [free download](#) for Microsoft Office 2007.
8. **Text submissions should be checked for spelling, grammar and accuracy.** Please do not use formatting features such as indentions, tables, styles, borders, fancy fonts or colors other than black. Safe fonts to use are Times, Times New Roman, Arial, Helvetica, and Verdana.
9. **Photo submissions should follow the guidelines spelled out in the *Photo Submission Guidelines* document.**

## Photo Submission Guidelines

Please feel encouraged to share your local/regional news on the PWOCI website.

When submitting news and images, please remember the following guidelines:

1. **Include a brief paragraph** or two describing your event and it's purpose.

*How did this event meet one of the four aims of PWOC?*

2. **Identify all individuals in photographs** by first and last name. Whether posting to the PWOC website or a personal or group blog, be certain to have specific, written permission to use that image using the *PWOCI Photo Release Form*. This form is to be completed by each local installation and submitted to the Regional Administrative Coordinator *before* submitting images for use.
3. **Use good judgment** when choosing images to post on the Internet, whether it is the PWOC website or a personal or group blog. Ensure that images portray our ladies and our ministry in a manner of **dignity and respect**. Ask yourself,

*How will this image appear to a non-PWOC viewer?*

*Will this image send a message that agrees or conflicts with the four aims of PWOC?*

4. **Images should be 72dpi and no more than 400 pixels on its longest side.** You should also ensure that the subject of your photograph represents more than 50% of the image area. If the image needs cropping, please enlist someone's help in preparing the image for submission.
5. **Image file sizes should not exceed 250kb.**
6. **Image files should be named accordingly:**
  - The filename should begin with the Region Abbreviation and underscore (AK\_, AS\_, CEN\_, EUR\_, NE\_, PAC\_, SE\_, WE\_)
  - Following the region abbreviation should be a descriptive title that has no spaces or characters.
7. **Limit *per event* image submissions** to no more than 2-3 images.
8. **All submissions will be reviewed** and posting will be at the discretion of the PWOCI Web Manager.

**PWOCI Photo Release Form**  
 Protestant Women of the Chapel International

Local Installation: \_\_\_\_\_

Ministry Year: \_\_\_\_\_ (*June 1 – May 31*)

I grant to PWOC Local, PWOC Regional and PWOC International the right to take photographs of me in connection with PWOC Activities. I authorize PWOC Local, PWOC Regional and PWOC International to copyright, use and publish the same in print and/or electronically.

I agree that PWOC Local, PWOC Regional and PWOC International may use such photographs of me with or without my name and for any lawful purpose, including Web content.

I have read and understand the above:

	NAME	SIGNATURE
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This form is required for each local installation. The original document should be kept on file at the local level, while a copy is to be submitted to the Regional Administrative Coordinator before images are used.