

Eastsider News guidelines for writing articles

All contributions should be emailed to eastsidernews1@gmail.com. We will always acknowledge receipt.

Guidelines for writing for *Eastsider News* are:

- Length and quality: ranging from 400-700 words, occasionally longer, but always well written, and concise.
 - Letters to the Editors may be shortened if they are longer than 250 words.
- Relevance: local public interest, but sometimes with a broader context.
- Style: personal, but varied - story, humour, technical, creative, cartoons, etc.
- Evidence-based: transparency about whether it is factual or opinion.
- Language: can be expressive, but respectful and non-defamatory, with a focus on information, ideas, or issues.
- When submitting written content, please format your documents as a word document:
 - All Word files typed in a plain font (Arial—or similar 10 - 12 point is fine) with single spaces between sentences and single returns between paragraphs.
 - No 'soft' returns or non-breaking spaces
 - Title capitals only where necessary. No headings or subheadings in all capital letters.
- Photos and graphics: to be submitted by email to eastsidernews1@gmail.com.
 - We prefer photos and graphics to be stand-alone 300dpi resolution jpegs at least 250Kb and preferably larger at around 400Kb or more.
 - Do not include your images in your word document but send them as a separate jpeg file.
- Author's information: name and suburb for publication, an email address for follow-up but not publication. An author's headshot and short bio is optional
- The Editors will usually accept material as written, but may make minor changes to improve clarity, readability, or focus.

As a community newspaper that relies on contributions from local residents and others with links to the local area, the types of articles we hope to receive include:

- General interest: local environment, planning and development, social issues, health, etc
- Local activity centres and organisations: community centres, schools, churches, social groups, sports clubs, business, service clubs, universities, etc
- Socio-demographic groups: eg ethnic, age, ability, household types, etc
- Council business: Boroondara and Whitehorse ward reports, consultations, etc
- Personalities: interviews with interesting 'ordinary' people, and related events
- Culture, hobbies: art, music, recipes, eating out – and more.