

Guidelines for Homeowners Newsletter and Website Editorial Submissions

March 2025

We invite residents to contribute articles for our newsletter and website that enhance community spirit, provide valuable information, or highlight events and accomplishments. To ensure consistency and readability, please follow these editorial guidelines when submitting your article.

SUBMISSION REQUIREMENTS

- **Word Limit:** A maximum of 350 words if you include an image, and 500 words if there is no image. If your article exceeds these limits, consider splitting it into two sections for publication in consecutive newsletters or continue it (or expand it) on the community website's blog pages, including a link that says "**Click Here** to continue reading this article," which you can request from the webmaster.
- **Font & Formatting:** Cambria Regular, 12-point, single-spaced
- **Spacing:** One character space between sentences
- **Images:**
 - **Author Photo:** One recent headshot of the author for use with the article byline (optional but encouraged)
 - **Article Image or Graphic:** One relevant image or graphic to accompany the article (JPEG or PNG file formats preferred)
- **Article Title:** Keep the article title to one line (maximum of 40 characters)
- **Web Links:** Writers are encouraged to include links to external web sources and relevant resources on the Montage website to enhance their articles. If you need help creating links, contact the newsletter editor or webmaster.
- **Submittal File Format:** Submit in Microsoft Word (.doc or .docx) or as plain text in an email

WRITING STYLE & TONE

- Keep the tone **friendly, engaging, and informative**.
- Articles should be written in a **clear, concise, and neutral tone** (avoid overly promotional or argumentative language).
- If including **quotes or statistics**, provide sources.
- Use **full names and titles on first reference** (e.g., "John Smith, HOA Board President") and last names only on subsequent references.

TOPICS OF INTEREST

We encourage newsletter and website articles that are engaging, informative, and relevant to our Montage residents. Suggested topics include:

- **Community Updates & Events** – Coverage of upcoming social gatherings, meetings, or HOA projects.
 - **Home & Landscape Tips** – Best practices for home maintenance, gardening, water conservation, and energy efficiency.
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- **Safety & Security** – Seasonal safety tips, or emergency preparedness advice.
- **Emergency Preparedness** – Important and timely tips or resources to aid in preparing for or responding to various emergency or disaster scenarios.
- **Resident Spotlights** – Stories about interesting residents, accomplishments, or community contributions.
- **History & Local Interest** – Articles about the history of our community, city, or notable landmarks.
- **Volunteer Opportunities & HOA Involvement** – Information on how residents can participate in HOA committees or community initiatives.
- **Sustainability & Community Improvements** – Ideas for improving our neighborhood’s sustainability, beautification efforts, and conservation projects.
- **Governance and Regulations** – Details regarding the HOA, city, or county governance, including updates to rules and ordinances, new state or local laws, budget information, elections, and external projects impacting Montage residents.

SUBMISSION SCHEDULE & PROCESS

- **Publication Schedule:** The newsletter will be published **six times a year** on the **first of January, March, May, July, September, and November**.
- **Article Deadline:** Articles should be submitted by the **20th of the month prior to publication** (or earlier) to allow time for review and formatting.
- **Submission Method:** Send articles via email to gierearc@gmail.com.
 - The editorial team may revise articles for clarity, length, and grammar while keeping the author’s intent intact.
 - Not all submissions can be published due to space limitations. However, we will make every effort to include a diverse range of voices.
- **Website Republishing:** Newsletter articles containing timeless and valuable information may be selected for republication on the Montage at Mission Hills website at montageatmissionhills.org.

NEWSLETTER ARCHIVES

All past newsletters are archived on the Montage website and can be accessed at:

<http://montageatmissionhills.org/newsletter>

Contacts

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Thank you for your contributions to our Community newsletter! We eagerly anticipate your submissions.