



# Guildwood *News & Views*

## Editorial Guidelines

*Guildwood News & Views* is the official publication of the Guildwood Village Community Association.

### 2017 Copy Deadlines

Winter edition .....	January 6	Summer Edition .....	June 23
Spring Edition .....	March 31	Fall Edition .....	September 22

All writers are encouraged to submit material as early as possible. **NOTE: Article submissions may be cut off earlier than deadline if maximum space has been allocated.**

The GVCA invites submissions from members of the community including our elected representatives, schools, churches, and community-related organizations. Please direct any inquiries about article content to the Editor. The opinions in articles do not necessarily reflect the view of the GVCA Executive. However, facts cited in articles must be generally accepted knowledge or attributed to a named source.

The writer must sign all articles submitted for consideration. In rare and exceptional situations, the writer's name may be withheld at the Editor's discretion.

We encourage articles about special interest topics, upcoming events, or reports (and photos) after events are held. Photos may be submitted for inclusion with an article, pending space availability. They should ideally be submitted in an electronic JPEG or TIFF format with a caption of 50 words or less that identifies anyone depicted in the photo. The GVCA reserves the right to decline and/or withdraw from publication any material deemed to be unpaid advertising or unsuitable for a community-focussed publication.

The Editor reserves the right to edit material submitted for spelling errors, punctuation, grammar or unnecessary comments without changing the meaning of the submission. Space availability can also be a determining factor. Other than the above, material received from our elected representatives will not be edited.

All letters to the Editor will be reviewed for appropriateness, space availability and content. Letters to the Editor should be a maximum of 400 words.

Due to timing, some submitted items may be posted on our website (*guildwood.on.ca*) without being printed in the publication.

No items are accepted, editorial or advertising, from candidates during an election campaign.

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The GVCA does not pay any writers for submitting articles/photos.

Submissions or inquiries should be sent to:

Judy Baribeau, Editor

[newsandviews@guildwood.on.ca](mailto:newsandviews@guildwood.on.ca)

[www.guildwood.on.ca](http://www.guildwood.on.ca)