

# Community NEWS

Developing and Supporting  
the Community



## Article submission guidelines

### Article Title

**Font:** Arial 14pt, bold  
Author's Title, Name, Date, Location

### Subtitle (optional)

**Font:** Arial 14pt, italic  
One line, catch phrase

### References

**Font:** Arial 11pt, underlined  
Perspective, History, Sources

### Content:

We seek articles with news value for our community readers. Your article should appeal to families and individuals residing in the Western Downs Region. The material may be edited as we see fit. We appreciate your time and work and do our best to keep your article as original as possible.

### Photos

If possible, kindly include 2-3 pictures depicting your article's topic.  
**Resolution:** 200dpi. If you're not sure about how to change the resolution of your images, just send us the highest resolution you have.  
**Photo title is optional:** Please rename the photo to the desired title OR include the title in your word document. Terms & Conditions see overleaf.

### Contact

For questions, comments or concerns please contact  
Murilla Community Centre Inc.

**Email:** mccmcd@bigpond.com  
**Phone:** (07) 4627 2027

Please find Photos - Terms&Conditions on reverse side.

### Article body

**Font:** Arial 11pt, block text  
**Word count:**



**Submission due date:**  
15th of the month for the  
next issue.

**ATTENTION:** Please  
attach the Word document  
and the photos in your  
email separately.

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## Photos – Terms & Conditions

By submitting photos to the Community Newsletter via email, dropbox, etc. I agree to the following terms and conditions:

All photographs must be original work and be taken and owned by the photographer. I am at least eighteen (18) years of age, or if I am under 18 the consent of my parent or guardian grants the usage rights of Submission.

Where photographic entries are of people, or property, not related to or owned by you or your family, permission must be obtained from the relevant individual(s) or businesses. If the person is a minor, consent must be obtained from a parent or guardian. By entering a photograph you are agreeing to these terms and conditions and confirming you have obtained permission. This is your responsibility.

Photos are to be submitted in JPEG or PNG format.

I grant Community Newsletter the right to attach wording to the Submission as Community Newsletter sees fit, including my name (to provide photo credit); names of included people; the geographic location of the photograph; and general information about the photograph.

Community Newsletter in its sole discretion will decide which photographs or images it uses and the manner in which those photographs or images will be used.

Murilla Community Centre Inc., Community Newsletter retain the right to freely use images for the Community Newsletter and for promotional purposes but otherwise the copyright of any entered image remains solely with the photographer. Where possible, entrants will be credited when photographs are used, however this is not guaranteed.

Community Newsletter will not authorise any third party use of the submissions.