



# Calesa Connection

## Resident Article Submission Guidelines

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Thank you for your interest in contributing to our community newsletter! To ensure that the Calesa Connection newsletter maintains its quality and relevance, please adhere to the following guidelines when submitting articles:

1. **Relevance** – Articles should be relevant to the interests of our community members. This may include events, clubs, hobbies, and activities that are organized by and open to residents of Calesa Township.
2. **Clarity and Conciseness** – Please ensure that your article is clear, concise, and easy to understand. Avoid using jargon or technical language that may be unfamiliar to our readers.
3. **No Self or Business Promotion** – The Calesa Connection is intended to provide information and resources to our residents, rather than serve as a platform for self-promotion or advertising. Therefore, articles should not contain any promotional material for individuals, businesses, products, or services.
4. **Respect and Diversity** – Please ensure that your article respects the diversity of our community and does not contain any content that is discriminatory, offensive, or inappropriate.
5. **Formatting and Submission** – Each article must be no more than 250 words in length and should be submitted in one of the following formats: Microsoft Word, Google Doc, or written in the body of an email. Please include a title

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**Questions?** Email [marketing@colenbuilt.net](mailto:marketing@colenbuilt.net).

All inquiries will be responded to within 2 business days.



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for your article. email your article to [marketing@colenbuilt.net](mailto:marketing@colenbuilt.net) with the subject line "Calesa Connection Newsletter Submission." Please include your name and contact information in the email so we can reach out to you if we have any questions.

- 6. Deadline** – To ensure timely publication, please submit your article by the 15<sup>th</sup> of the month prior to publication. For example, articles for the August 2024 edition of the Calesa Connection must be submitted by July 15<sup>th</sup> in order to be considered for placement. Late submissions will not be considered for inclusion in the current edition.
- 7. Editing** – Our editorial team reserves the right to edit submissions for clarity, grammar, length, or any other necessary revisions. We will make every effort to preserve the original intent and voice of the author.
- 8. Acknowledgment** – Due to the volume of submissions we receive, we may not be able to acknowledge receipt of each individual submission. However, if your article is selected for publication, we will notify you prior to publication.

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