

Rotaract  
District 3860



UNITE  
FOR  
GOOD



# NEWSLETTER ARTICLE SUBMISSION GUIDELINES

## RY 2025-2026

Please take note of the following guidelines for the article submissions:

**Title:** Each article must have a compelling and informative title that captures the essence of the content.

**Author/Writer:** The author/writer of a respective article must include his/her name below the title of the article. This is to ensure proper accreditation for the author/writer's contribution.

**Article Length:** News Articles must contain at least 200 words, Opinion and Feature Articles with at least 300 words to provide substantial content.

**File Format:** Article submission should be in a Microsoft Word file (i.e., .doc or .docx format). This will allow editors to make any necessary edits smoothly.

**Visuals:** Attach a minimum of 5 relevant images to accompany the article. But choose 1 out of these images as the cover photo that best represents the article.

**Captions:** Provide a separate Microsoft Word file containing captions for each image and video. This will ensure that the captions are correctly matched with the corresponding visual.

**Attachment Format:** Do not embed pictures or videos within the article file. Attach them separately, maintaining their original formats (e.g., .jpg, .png, .mp4).

### **Special Instructions:**

News Article titles should be in present tense. While the body must contain only 1 sentence per paragraph(s), written in past tense. News articles are also expected to answer the 5 Ws and 1 H (Who, What, When, Where, Why, and How) of its respective context.

Opinion Articles are written in third-person point of view (e.g. "He," "She," "They"). First-person ("I," "Me") and Second person (e.g. "You") point of view is prohibited. Although Opinion articles may hold a critical approach toward certain issues, derogatory speech is not allowed.