News Story Submission Guidelines

Please submit news stories to news@eaststaff.org.

The subject line should read **News: EAST at school name, title of article**.

Subject matter: Please send only stories reflecting the mission of EAST: student-driven service projects using teamwork and achieved through the use of technology. The EAST classroom is a unique environment with capabilities that other classrooms and youth groups don't have. News stories should reflect that unique capability and have a technology component.

In the body of the email submit:

(1) The title of the article. Maximum 75 characters.

(2) The lead or hook for the article. This should be no more than 2-3 sentences or maximum 350 characters. It can be viewed without clicking on the story. Make this as interesting as possible, so folks are drawn to click on your story!

(3) The article itself. No restrictions on length. Please have at least one other person at your school proofread/edit this prior to submission.

(4) ATTACH a maximum of 5 photos per story. Do not embed them in the story document. They must be sent separately. Be sure the photos are larger than 800x600 pixels, but smaller than 1 600 x 1200 pixels.

We are unable to post: scanned newspaper articles, newspaper website links which require a subscriber to log on or dark/blurry photos.

We assume that you have secured any and all necessary permissions local or otherwise when submitting news content to us for website posting.

Stories meeting the above guidelines will be considered for posting on a first-come, first-served basis. Stories may take longer to post during event months. The length of time a story is posted on the front page is determined by the number of submissions we receive at any one time. Also, make note that we will review and reserve the right to make edits for clarification and/or error correction as we deem necessary. *Projects may also be highlighted in EAST Quarterly.*