

St. Mary Parish, Mokena, Illinois

PARISH NEWS

Weekly Parish Bulletin

How to Obtain a Parish Bulletin. To receive an email copy of a weekly parish bulletin or a seasonal parish newsletter, please contact bulletin@stmarymokena.org, indicating the date of the bulletin you would like. You may also contact the bulletin editor at 708-326-9305. When we upgrade our website in the near future, you will have access to some of our parish bulletins online.

How to Submit a Bulletin Article. Thank you for your bulletin articles! Here are some guidelines to help us prepare the weekly bulletin more efficiently.

- Bulletin articles are due ten days in advance of publication. However, before national holidays, they are usually due fourteen days in advance.
- All bulletin articles are edited for content and style by the pastor and the parish secretary. Articles are also reviewed for relevance to our parish community's interests.
- Please send your bulletin article to bulletin@stmarymokena.org. Please do not send your bulletin article in the body of the email itself, as there are formatting problems with emails.
- Please compose your article as a Microsoft WORD document without any special formatting features. More details are given below. However, if you use the default settings, you are probably already okay.
- Please use font Arial 10 point regular, with the font color set to "black" or "automatic," with no background color.
- The "alignment" of the text should be set to "justified." Do not add any additional "tabs" or other formatting indentations, especially not any series of spaces in place of tabs.
- The overall "indentation" should be set at 0" for both left and right, and the box for "special" should be set to "none."
- The "spacing" should be set to "0 pt" for both before and after a paragraph, and the "line spacing" should be set to "single."
- If you have any pictures or graphics, they should be submitted before or after your text, or in a separate document. We have a limit as to how many pictures or graphics may go in each column.
- Pictures need to be formatted as "GIF," and should not be cropped from large photographs, as the entire photograph is captured in the background even when it is cropped.
- Finally, the "page setup" should be set to one inch borders at the top, bottom, left, and right. Please do not send your article in a column format. We will fit it into the columns when we edit them.

Thank you for your cooperation in this regard. By following these guidelines, we will save a lot of time and trouble. In addition, we think that it will be easier for you to prepare your articles without taking time to employ any special formatting features. Thanks again for submitting your bulletin articles!