



## *Coconut Wireless* Publication Guidelines

The Hawai'i Conference weekly e-newsletter, the *Coconut Wireless*, is intended to update subscribers on what is happening around the Conference and beyond. The newsletter is published on Wednesdays and serves two main purposes: (1) It is a vehicle for communicating about and promoting in a timely manner the ministries and outreach efforts of our local churches, and (2) The newsletter acts as a conduit from which readers are directed to other resources, including the Conference website, learning opportunities, photo albums of recent events, and ecumenical and national United Church of Christ (UCC) events and websites. We strive to limit each issue to 1,000 words or less.

1. All news must be submitted **no later than Tuesday noon** to be considered for inclusion in that week's *Coconut Wireless*. Submissions received after this time will be considered for the following week's issue.
2. Items submitted for inclusion should be:
  - a. Current
  - b. Newsworthy
  - c. About authorized HCUCC organizations, clergy, or members of our congregations
  - d. Of interest to most, if not all, of our readers or our clergy
  - e. Concise; 75 words or less, not including any documents to be linked to the item.
3. Newsworthiness will be determined by the Editorial Team and the Conference Minister.
4. For local church news and events:
  - a. We will publish notice of an event up to 2 times in *Coconut Wireless*: The first time, one month prior to the event; the second time, two weeks prior to the event. Notice of an event may be published additional times if space permits.

- b. Requests for publishing employment opportunities from churches will be referred to the Editorial Team. If approved, they will also be posted on the Conference website.
  - c. Fundraisers to benefit a church or its affiliated organizations will be published on a space-available basis. Requests from churches, affiliates, or individuals to advertise items they want to donate will be considered on a case-by-case basis by the Editorial Team.
  - d. Please use discretion when submitting photos of minors for publication. Minors should not be easily identifiable in the photos and captions including the names of any minors should not be included. Obtain a signed consent form from a parent or legal guardian when sharing any images of youth age 18 or younger.
5. The Editorial Team reserves the right to edit any submissions for content, length, grammar, and punctuation prior to publication. We follow the *Chicago Manual of Style* (17 ed.) as the authoritative guide to style, usage, grammar, expansive language, citation style, as well as avoiding biased language for all published content.
6. All quotes, sources, and ideas should be clearly credited to their original source by in text attribution or with Chicago style citations after the article.
7. Content should be consistent with our mission and values as the Hawai'i Conference United Church of Christ. It should be objective and factual and never intentionally misleading or inflammatory. The Editorial Team reserves the right to refuse publication of content that runs counter to the Conference's mission and/or values.
8. Harassment of any kind, negative attacks or other attempts to disparage an individual, group, organization, or event based upon race, ethnicity, national origin, age, religion, gender expression, sexual orientation, or any other identifiable characteristics will not be tolerated, and associated content will not be published.
9. The *Coconut Wireless* should not be used to advance an individual's position for personal gain, or to convey partisan political messages or paid political advertising.