



Langley eNews Guidelines

The **Langley eNews team** is made up of busy parents, just like you! We are volunteer editors and formatters, without a dedicated group of reporters.

We depend on parents, students, teachers, administrators, coaches and other members of the Langley community to send write-ups and photos of their news. If you want to see it in **eNews**, send it in!

The **eNews** is published almost every week, on **Thursday afternoons**. You can help us by following these guidelines:

Technical Guidelines:

- Submit text (and any links, photos, graphics or attachments) to enewslangley@gmail.com by **Tuesday noon**.
- Try to keep text under 150 words.
- We love photos! Please send as .jpeg or .png attachments (*i.e.*, don't send them imbedded in documents) and please try to include subjects' names if it's a smallish group.
- If you'd like an article to run more than once, please submit it each week it should run.
- All news should pertain to LHS, FCPS or PTSA. No business advertisements.
- The **eNews** team edits submissions for style and length, and adds links to the appropriate webpages or documents for additional information.

Our style:

- We try to use an engaging, conversational and active voice.
- We minimize "please," "thank you" and other filler phrases.
- Our date format is: **Thurs, Sept 14, 6-7:30 pm**.
- We abbreviate school "high school," etc (*e.g.*, Langley HS, Cooper MS).
- We don't capitalize classes (*i.e.*, seniors, juniors), unless it's a formal event title (*e.g.*, Freshman Dinner).
- We capitalize specific room/areas at Langley (*e.g.*, Library, Cafeteria, Langley Hall, Auditorium).
- We love photos and graphics. We try to make **eNews** colorful and engaging to readers!