

LIFESTYLES DEADLINES

Forms for engagement, anniversary, wedding and Little News (baby) announcements are available at the desk of the Lifestyles Editor at The Ponca City News.

The deadline for stories and pictures for the Sunday edition is 5 p.m. Wednesday, but stories and pictures may be submitted earlier. Stories for the daily edition should be submitted one to two days prior to the date of publication.

In order to keep stories current, The News prefers to have wedding stories submitted within two weeks of the event; however, we will use a photograph and story within three months after the event. After six weeks the date will not be used and the story may be shortened. After three months only the story will be used, and it may be abbreviated.

We cannot reproduce photographs from a newspaper or magazine. Prints only, please. Either color or black and white photos are acceptable. Soft focus pictures do not reproduce well in a newspaper. Home-computer scanned photos are usually not "sharp" enough to be re-scanned. Check with the Lifestyles Editor for suitability. Almost any size photograph is acceptable since they will be computer-enlarged or reduced as needed. Photographs are included with wedding anniversary information beginning at 25 years. Both wedding and current photos may be used.

There is no charge for wedding, anniversary or engagement announcements or any news article used in Lifestyles. Pictures are returned. (Self-addressed, stamped return envelopes are appreciated.) A return name and address should be printed on the back of the photographs. "Sticky" notes are preferred since ink may show through the picture if the writer presses too hard. All articles are subject to editing. If you prefer the article be published as you have it written, contact our advertising department for fee information.

Announcement of a birth requires a signature and telephone number by a parent or grandparent. If the parents of the baby are not married a special form must be signed by the father of the child. Birth announcements will not be taken by phone.

The News cannot be responsible for the spelling of names if the information submitted is handwritten rather than typed. Items may be mailed, faxed, e-mailed or brought in person to The News. Please be sure to include a name and telephone number on the written information in case more information is needed. If the article is intended for the Lifestyles pages please write this on the envelope. Those who would like to mail information should include the post office box number 191 or the street address, 300 North Third, Ponca City, OK 74601. Fax number is 580-765-7800. Telephone number for The News is 580-765-3311. E-mail address is lifestyles@poncacitynews.com.

This information may also be submitted online as a service for readers of The News using "Lifestyles Online-Forms" accessed from The Ponca City News Web site. Address is www.poncacitynews.com.

For further information about items to be published in The News contact the Lifestyles Editor.