

Lifestyles Submission Guidelines

The Ponca City News • 300 North Third Street • Ponca City, OK 74601

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Web address: www.poncacitynews.com/lifestyles • E-mail: lifestyles@poncacitynews.com

Using The Ponca City News to tell the world about your special event is easy and convenient. We offer forms to help you tell your story at the offices of The Ponca City News and on our Web site: www.poncacitynews.com.

There is no charge for engagement, wedding, anniversary or birth announcements or any news article used in Lifestyles. Submitted pictures are available for pick up from the Lifestyles desk during normal business hours the day after the photo is actually published.

Submit In Person:

Forms for engagement, anniversary, wedding and birth announcements are available at the Lifestyles desk and are available for pick up during normal business hours.

All handwritten submissions should be clear and legible. The News cannot be responsible for the spelling of names if the information submitted is handwritten rather than typed.

Submit Online, FAX or E-mail:

Inside the Lifestyles section of www.poncacitynews.com is a link that reads "Get Lifestyles Forms Here." Choose the form you need and fill it out and submit online.

Another option for submitting your information is to print out the form you need from the Lifestyles section of the Web site and then fax the completed form to the Lifestyles editor.

Information may be submitted via e-mail using the online lifestyles forms accessed from The News Web site. Or, you can use the form as a guideline for information to include in your submission and then e-mail it to the Lifestyles editor.

Editor's Job:

ALL submissions are subject to editing for clarification and to conform to accepted Associated Press style.

PHOTOGRAPHS

If You Have a Photographic Print:

If you have an original photograph you wish to run please bring it to the Lifestyles Desk at The Ponca City News during normal business hours. We will scan your original photograph and have it available for pickup the next business day after the photograph is published. If you wish your originals mailed to you then please include a stamped self-addressed envelope with your photograph.

Other guidelines:

- Please don't write on the back of the photograph! Sticky notes work best for identification.
- Photographs submitted for publication should be good quality originals — the size of the original does not matter.
- Photocopies and low-resolution scans of the original will suffer in quality when printed in the newspaper and are discouraged.
- Faxed copies of photographs as well as Polaroid's are not accepted.
- We cannot reproduce photographs from a newspaper or a magazine.
- Soft focus pictures do not reproduce well in a newspaper. Ask your photographer to take several pictures for newspaper publication without the soft focus filter.
- Home computer-scanned photos are usually not sharp enough to be re-scanned. Check with the Lifestyles editor for suitability.

If You Have a Digital Image:

- We can accept most image formats though jpeg (.jpg) is preferred.
- Don't "fix" the digital photos!! Don't adjust, compress, sharpen or otherwise alter the image. We will take care of that.
- After completing the online form for your event then simply attach a .jpeg or .tiff file of the image and submit. The file size should be large — high resolution — in order for it to have the best publication quality.
- You may request your photographer submit a hi-res image via e-mail to lifestyles@poncacitynews.com.

PUBLICATION DEADLINES

Lifestyles stories are printed in the Wednesday, Thursday, Friday and Sunday editions of The Ponca City News. The Monday edition is dedicated to gardening and the Tuesday edition is dedicated to the Neighborhood Chef column.

Deadline for stories and pictures to be published in a Sunday edition of The Ponca City News is by 5 p.m. Wednesday. Stories and pictures may be submitted earlier with the requested publication date noted.

Stories for the daily editions should be submitted one to two days prior to the requested date of publication.

Special Guidelines for Weddings:

In order to keep stories current, The News prefers to have wedding stories submitted within two weeks of the event.

Remember, a lot of the information appropriate for the wedding announcement can be filled out at any time before things get really hectic. Check out the wedding form online at www.poncacitynews.com. Save the form on your computer and fill out the information as it becomes available. Save the document as you make your changes. Then, when all is complete and you are ready to submit, simply attach your saved document to an e-mail —

along with a high-resolution image — and send it to lifestyles@poncacitynews.com.

The News will use a photograph and wedding story up to three months after the event. After three months only the story will be used and it may be abbreviated.

If six weeks have elapsed since the wedding date then the date will not be used in the article and the story may be shortened.

Special Guideline for Birth Announcements, Anniversaries and Birthdays:

The Ponca City News does not run photographs with birth announcements, known as “Little News.”

Photographs for wedding anniversaries are published beginning with the 25th anniversary. A photograph of the newlyweds from their wedding day as well as a current photo of the couple are welcome.

Birthday announcements are published beginning at age 80. A photograph of the birthday celebrant is included with the article beginning at age 90.

For further information about items to be published in The News contact the Lifestyles Editor at (580) 765-3311 ext. 139 or e-mail lifestyles@poncacitynews.com.