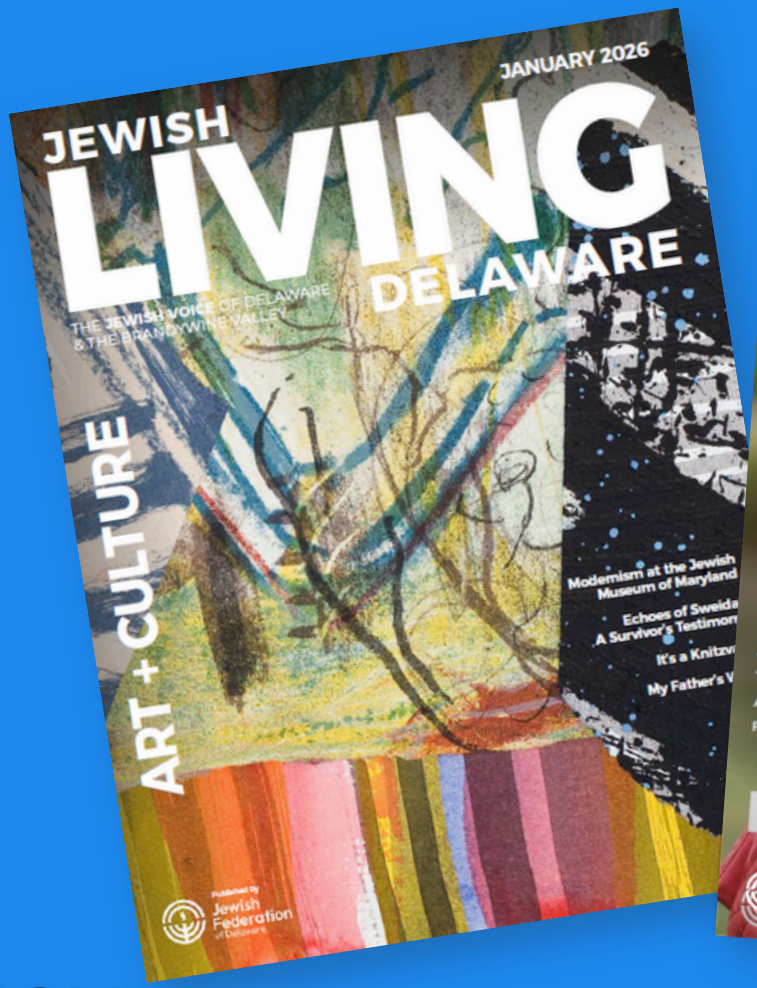




JEWISH LIVING DELAWARE

THE **JEWISH VOICE** OF DELAWARE
& THE BRANDYWINE VALLEY

GENERAL SUBMISSIONS GUIDE

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UPDATED JULY 2026

JEWISH LIVING DELAWARE

Please email submissions to Emma Driban, Editor at Emma@ShalomDel.org for content to be considered. Editorial deadlines for submissions can be found in the current production schedule. The subject line for any email submissions should be relevant to what is being submitted. Please use one representative when submitting for agencies or synagogues.

ARTICLES

- Maximum word length (unless specified otherwise by the editor is 700 words or 600 words if you wish to include a picture or graphic. For example, if a feature piece is solicited, one might expect to have a requested word count of 900–1200 words.
- Please send your submission as a Word Document (.doc of .docx) in Calibri, 11-point font, single spaced, with no extra spacing between paragraphs. **Computer scans or non-digital formats will not be accepted**.
- Please do not otherwise format your document.
- Italics may be used in the case of titles written in the body of the text or non-English words.
- Infrequent use of bolding for emphasis is acceptable, please regrain from using all-caps or underlines.
- Do not place any pictures or images within the submitted Word Doc. All pictures or images should be attached separately to the email and should have the appropriate caption and photo credit.
- Each submission **must** include a byline (Name, title) **or** a 2–3 sentence "About the Author."
- We do not accept press releases or advertorials.
    - **Advertorials**, or sponsored stories/articles, are paid-for content. If you would like to purchase the ad space for an advertorial please contact Seth@ShalomDel.org or Emma@ShalomDel.org. Please note that we will distinguish your ad copy from published editorial content.

Furthermore, we do not accept blatant advertorial submissions within the Agency Updates or Synagogue News sections. These spaces are held only for editorial content and are provided as a courtesy to our local Jewish agencies and synagoges.

Therefore, we kindly ask that you adhere to the following additional guidelines when submitting articles:

1. Editorial content should attempt to tell a story—from thought pieces about current events/news to true accounts of an individual or a group experience. it should blend effortlessly into the publication and should avoid overtly selling or promoting a product, event, or service. The overuse of exclamation marks, capitalization, and other text formatting is strongly discouraged.
2. If your intent is to promote an event or service, the specific details and/or call to action—including contact information, cost, location, etc.—may only be included in a small call-out box, which would accompany the article. Although this information serves as secondary to the main story, it can be equally impactful and memorable through its association with the valued content written in the body of the editorial.
3. ALL submissions, including those outside of the Agency Updates and Synagogue News sections, must follow the guidelines as outlined above in regard to editorial.

NOTE: It is not a guarantee that a submission will be published. Any content that is deemed aggressive, disrespectful, or potentially controversial/biased, will be routed through members of the *Jewish LIVING Delaware* Advisory Committee, or any other necessary party, for review and approval. Should you have any questions regarding content, please email Emma@ShalomDel.org to discuss your ideas and the direction of your article **before** submitting.

EDITORIAL:

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PHOTOGRAPHS

- All photographs must be high-resolution JPG/JPEG or PNG files (minimum resolution of 300 DPI)
- You **must** include a credit for each image.
- Please also include a caption for each photograph, including the names of each person depicted to ensure accuracy in spelling and representation. Captions may be submitted in the body of your email or in a word document.
- Credits and captions are required for **all** photo submissions, whether they are attached to an article or intended for inclusion in the Jewish Scene section.
- Cover images may also be submitted for consideration. Please provide a credit and caption that will be included within the Table of Contents page.

NOTE: We do not pay usage fees for any images or content submitted to *Jewish LIVING Delaware*.

JEWISH SCENE

- Each submission MUST include a caption and photo credit. Captions may be no longer than 50 words, unless otherwise granted permission.
- Please limit each submission to a maximum of five pictures.
- If your picture has a group larger than six people, please submit just one picture so we can make it large enough to see everyone's faces.
- When submitting pictures of groups, please include the names of everyone depicted.





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