



Knights of Columbus **MARINER**



Official Publication of the Knights of Columbus of Missouri

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SUBMITTING MATERIAL FOR PUBLICATION:

Mariner material should be in the office of the Mariner Editor, 23 South West St., Perryville, Missouri 63775, ON OR BEFORE each deadline date. A common error made by persons submitting copy for publication is that of writing or mailing the material on the deadline date. This means the material will not reach the editor in time for publication. Please allow two or three days prior to the actual deadline for the articles or photos to reach the editor's desk if you are sending via regular mail. If you are submitting by Fax, or by E-mail, you have until the deadline date to send it to us. Our address, phone and fax number, and E-mail address is listed above.

All articles sent by regular mail, or by fax, we would prefer being typewritten (and in caps and lower case if at all possible), in order for us to avoid as much mis-spelling of members names, places, etc., as possible. However, if you are unable to type, please write or hand-print your copy as legible as possible to avoid typographical errors. With this latter thought in mind, we have had many District Deputies and/or Chairmen who fell into that category of not being able to type, but they still did a fantastic job of making their copy legible. If you send your article via fax machine, please take precautions to make sure that we received it in good condition. If you receive an "alarm" on the fax machine you are using, re-send it. If you submit your article via E-mail, please do so in a basic Microsoft Word Format. However, if you do not have a Word Format program, just type your article in the form of an email, and we may be able to convert it. Also, if you ask for a returned e-mail as confirmation that we received it, we will be more than happy to respond.

Pictures submitted should be in positive form if you submit by regular mail. It can be a colored print; it can be a polaroid/instamatic print; it can be a digital print. But please remember **WHAT YOU SEE IS WHAT YOU GET! IF YOU ARE USING A CAMERA PHONE OR DIGITAL CAMERA, MAKE SURE YOU TAKE THE PHOTO OF YOUR SUBJECT AS CLOSE AS POSSIBLE. THE LARGER THE ENLARGEMENT, THE GRAINER THE SUBJECT. YOU CANNOT SEND A PHOTO VIA FAX, NOR DO WE WANT A COPY-MACHINE PRINT OR PHOTO COPY FROM A DIGITAL PRINTER.** If you submit a photo via e-mail, please provide it in JPEG format, and limit the size that you send to no larger than 8x10.

It is most important that all photos be properly identified, and please try to answer the basic 5-"W" questions in your copy: WHO, WHAT, WHERE, WHEN, and WHY. Again, please avoid a larger size than a 8x10. We can enlarge or reduce to fit proper spacing.

Regardless of how you submit photos PLEASE try to submit a good photo for publication. We've had several cases where a member will cut a photo out of a local newspaper and try to submit it for publication. Some of these are just so badly reproduced in the local newspaper that we can't do anything with them.

PROPER CHANNELS FOR SUBMITTING ARTICLES:

Councils wanting articles/photos featured must go through their District Deputy, a State Council Officer, Director, or Chairman. If you send articles to your District Deputy, and they still do not get published in the Mariner, the Grand Knight should "drop me a line" at the address above, and I'll look into why your articles are not being forwarded.

MARINER DEADLINE DATES FOR THE 2016-2017 FRATERNAL YEAR:

SEPTEMBER 5, 2016 (Sept.) – NOVEMBER 5, 2016 (Dec.) – MARCH 5, 2017 (April) – MAY 5, 2017 (June)

PLEASE NOTE THIS IMPORTANT NOTICE REGARDING CHANGES OF ADDRESS:

The MARINER mailing list is handled through the Supreme Council. **IF YOU HAVE A CHANGE OF ADDRESS, YOU MUST NOTIFY YOUR COUNCIL FINANCIAL SECRETARY.** The Financial Secretary of your Council must send all address changes in to the Supreme Office before they will be changed. **The Supreme Office will only accept changes from your Council Financial Secretary.** If you are having trouble receiving your MARINER, have your Council Financial Secretary find out the reason why.

PLEASE ~ DO NOT SEND ADDRESS CHANGES TO THE MARINER EDITOR.