

Guidelines

2010 Mission Yearbook for Prayer & Study

For Writers

- **Tell us a story** drawn from the mission activities of Presbyterians in your church, your presbytery, and/or your synod.
- **Write your story in the second person**, so it can be read from the pulpit by those who are not in your congregation. For example, write “Committee members repaired cars for single mothers” instead of “We repaired cars . . .”
- **Please keep the word count in mind. If what you send is too long we will edit it.**
 - **Presbytery** page: **310** words that will go with your photo, and **390** if you absolutely cannot provide a photo.
 - **Synod** page: word counts vary depending on the size of the synod map, but they **average about 240 words.**
- **Remember that what you are writing will not be read for months. Keep in mind what “this year” and “last year” will mean to those who read the book in 2010.**
- **Please include with your story:**
 - **The number of churches and members; the names of theological schools, Presbyterian camps and conference centers, Presbyterian-related colleges, secondary schools, and social service agencies within your presbytery or synod.**
 - **Please include a list of all program and support staff** and their positions under the category *Synod Staff* or *Presbytery Staff* for remembrance in prayer. (We will list those staff members who work for more than one governing body in his or her primary position.)

For Photographs

- **Please send them! Photographs draw attention to the page and add a people-centered element that is difficult to create with text alone. Our readers tell us they like photos that show action and those that show close-ups of faces.**
- Photos may be black-and-white or color. Please send a copy of the photograph or a picture that *does not* have to be returned.
- **The resolution for electronic submission must be at least 300 dots per inch (dpi).** If you need to check usability of a digital photo, e-mail it to Margaret Hall Boone (margaret.boone@pcusa.org) and she will check it.
- Include the following information on a separate sheet of paper attached to the photo:
 - **a full-sentence caption for the photo**
 - the name of the synod or presbytery sending it
 - a photo credit, if known

DEADLINE IS FRIDAY, FEBRUARY 27, 2009.

Thank you—and happy writing!