Keep In Mind...

■ ACKNOWLEDGMENT Every item sent to Columbia for publication is acknowledged. If additional information is needed, a member of the editorial staff will contact you.

■ ANNIVERSARIES, EXEMPLIFICATIONS, OFFICERS Because so many councils celebrate anniversaries each year, we only publish items on service projects undertaken or charitable contributions made in observance of anniversaries. We do not report on exemplifications or the installation of officers.

■ AWARDS The Supreme Council annually recognizes councils for their outstanding contributions to Columbianism via the Columbian, Founders’ and Father McGivney awards. These winners are published each year by the Department of Fraternal Services. Star Council Award winners and their grand knights, along with scholarship winners, are typically listed in an autumn issue of Columbia.

■ MEMORIALS TO UNBORN CHILDREN Knights of Columbus units have reported erecting thousands of memorials to unborn children. In 2000, the Supreme Council published the book, Tombs for the Unborn (item #9237), which featured more than 1,600 photos. With the publication of this book, Columbia discontinued printing reports of such memorials in the magazine.

■ WEDDINGS AND OBITUARIES With more than 1.78 million members throughout the Order, Columbia regrettably cannot publish obituaries or wedding notices.

■ ONLINE-ONLY PUBLICATIONS Due to the high volume of reports that we receive and the limited number of pages in the magazine, several reports are made available only on the Internet. The Knights of Columbus Web site has become an invaluable tool for councils throughout the world. Your reports help us keep a strong presence on the Web and reach a wider audience than the magazine alone.

■ ADVANCES Due to limited space, we cannot advertise council events or cover them before they take place.

■ PUBLICIZE LOCALLY Your unit’s programs will be of special interest to members of your own parish, diocese and community. Be sure to develop press contacts locally and keep them informed about your activities via press releases and news alerts. Local television and radio producers may wish to cover your event. Send a news alert with your unit’s contact information several days in advance of the activity. Also remember that the Catholic men you are seeking to recruit will read about your events in the parish bulletin or community or diocesan newspaper. Make sure your programs are covered by these outlets.

■ CONTACT US The editorial staff of Columbia is available to answer your questions. Our contact information is listed on page 2 of each issue.

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Reports online at www.kofc.org/knightsinaction
Each month, the reports we receive are placed on the Order’s Web site, www.kofc.org/knightsinaction. At the bottom of each Knights in Action page on the Web site is a link labeled “Submit Knights in Action News.” There, you will find an easy-to-use form and instructions for submitting “Knights in Action” reports and electronic images to Columbia via e-mail. Each digital image must be at least 5.5 inches wide/tall with a resolution of 300 dpi or greater.

GUIDELINES FOR SUBMITTING REPORTS AND PHOTOGRAPHS TO THE “KNIGHTS IN ACTION” SECTION OF COLUMBIA MAGAZINE
Chaired is the Knights of Columbus, welcomes news of the volunteer, charitable, spiritual and fraternal activities of Knights of Columbus councils, Fourth Degree assemblies and Columbian Squires circles. We especially welcome high-quality, dynamic photos of these activities for publication in the magazine, for posting on the Order’s official Web site (www.kofc.org) and for use in other Supreme Council materials.

Here’s How:
You may submit your news item by mail, e-mail or fax using the contacts listed in this flyer.

- Keep explanations brief, but include all pertinent details: who, what, when, where, why and how.

- Give the full name, number, city and state of your council, assembly or circle.

- Provide the first and last names of all people mentioned. Titles are helpful, too.

- Identify all places and organizations by their full and proper names, and by their location.

- The editors of Columbia fact check all reports before publication, but we appreciate your help in getting names and places correct.

Keep Your Camera Handy
Compelling photos are always the first to catch our eye.

- Action photos illustrate the activity. They are not posed. Photos of people lined up in rows staring back at the camera are not action photos and do not depict all of the ways the Knights are active in the parish and community. Similarly, photos of check presentations may be easy to arrange but are not very imaginative. When possible, take a photograph of the program or item that the funds helped purchase: children with toys, students using new computers, Knights dishing out food, etc.

- We accept all types of color prints, except for Polaroid photos, which reproduce poorly. We do not reprint black-and-white photographs.

- We accept photos via e-mail or submitted through the Order’s Web site. Be sure to include caption information in your message. Photos should be sent as separate attached .jpeg files. We cannot reproduce photos that are sent as embedded files or through a third-party online photo service. Images should be at least 5.5 inches wide/tall and have a resolution of 300 dpi or greater. The greater the resolution, the better the image will reproduce in print. Do not submit pictures taken with a cell phone camera, which are unsuitable for print.

Helpful Tips
- Photograph people while they are involved in an activity. Do not stop what people are doing to set up a posed shot.

BY THEIR WORKS
Tell the story behind the Order’s impressive service numbers by sending us reports of today’s Knights in Action. In the past 10 years, Knights have reported:

- Billions of dollars donated to charity
- Millions of hours of volunteer activity and visits to the sick and bereaved
- More than 3 million blood drives

More Opportunities to Shine
Knights are involved in the life of the Church and the community in so many ways that the editors of Columbia use photos from K of C units throughout the magazine, including the inside back cover (shown left) and the popular “Columbianism by Degrees” section on page 32 of each issue. Submit your photos for use in these sections as you would for “Knights in Action.”