

The Mews

2023-2024 Guidelines

The Mews is an electronic newsletter compiled by PTSO volunteers to keep PHS parents, students, and staff informed about upcoming events and opportunities. The Mews is published and emailed to PHS staff and family subscribers every Friday during the school year.

The deadline to submit articles for The Mews is 9:00 PM on the Wednesday before Friday publication.

Articles submitted after the deadline will be saved for the following week.

Send articles to phs.mews@cms.k12.nc.us. Articles submitted for publication must be relevant to Providence High or be CMS related. Acceptable articles include:

- **Events/Opportunities:** These articles may be submitted within 1-2 weeks, but no more than one month prior to The Mews publication date. If not specified, The Mews editors will remove articles as the event dates dictate. **Articles submitted without an event date will run for 3 weeks.** If necessary, the article can be resubmitted at a later date. It is the author's responsibility to resubmit any articles.
- **Calendar Information:** Important dates for the following month are posted in each issue of The Mews.

Article Requirements

***The Mews* editors may edit or reject an article for brevity, clarity, or unsuitable content.**

- Articles should be no longer than 1-2 paragraphs and no more than 150 words.
- Please include relevant links to more detailed information if applicable.
- Every submission to *The Mews* must be submitted in a Word document as an attachment.
- Please do not include photos, images, or clip art. These cannot be included in *The Mews*.
- Every article must include a contact name and email address. If this information is not included, *The Mews* editors will insert the name and email address of the person who submitted the article.
- If you need to submit changes or updates to an article you have already submitted, resubmit the article in full with the changes made.