News Article Title in Title Case

Mandatory subtitle in sentence case

# Metadata

* **Author(s):** author 1’s name, author 2’s name, etc.
* **Date:** when you wrote the article, e.g. 1st January 2019.
* **Contact:** if you’ve not authored a news article for the website before, please include a headshot photo for the sidebar, as well as any contact details you’re happy for us to include (see existing articles for examples of how this looks).

# Body

## Section 1 heading

I’ve set this template up so that it’s easier for me to take the great content you guys write and transform it efficiently into the form needed for the website! I’m hoping it’ll also encourage more club members to author their own articles, so we have a greater variety of content and greater website engagement across the club.

Replace all the text in this *“Body”* section with the text you want to be featured in the article. Don’t forget to also replace the title and subtitle at the top of this document, as well as the associated metadata in the previous section, as these are necessary pieces of information for the article to be published.

Apply any formatting you’d like to be included, such as **bold**, *italic*, underline, superscript, subscript and coloured text, directly to your content in Word, and I’ll make sure this is reflected in the version on the website.

Lists can be numbered, like so:

1. Item 1.
2. Item 2.
3. Item 3.

… or bulleted like this:

* Item 1.
* Item 2.
* Item 3.

Email addresses and website links can be included verbatim (e.g. <https://www.triumphmayflowerclub.com/>) and I’ll make sure they’re properly hyperlinked in the online copy of the article.

## Section 2 heading

Dividing the article into sections is **optional**. If you choose to add sections, make sure you give them titles, don’t just leave them as *“Section X heading”* as they currently appear in this template. If the article is short, you may choose to forego sections and just write a few standalone paragraphs without section headers. If so, simply delete the section headers and add your content directly under the *“Body”* heading.

Each section can have one or more paragraphs. Section headings can be useful to break-up larger articles so that they’re easier to digest by readers. Be sure to read existing articles on the website to get an idea of how they’ll eventually look and examples of how things like sections can be laid-out.

Images can be included directly in this document and can be in one of the following forms:

< Left-justified inline image, with paragraphs continuing to the right.

Right-justified inline image, with paragraphs continuing to the left >

Full-width images, with paragraphs above and/or below. These full-width images can also optionally include a caption, as demonstrated below:

*This is an example of a centred image caption below a full-width image*

## Section 3 heading

After the content is complete, make sure to proof-read and check for any spelling or grammatical errors, things that may not have copy ’n’ pasted correctly from elsewhere, the title, subtitle, author list and article date have been correctly filled-in, and so on, as this will greatly speed-up the process of getting it onto the website if it’s devoid of these kind of mistakes. Also, make sure only **single spaces** are used after a full stop to separate sentences, NOT DOUBLE SPACES (big pet peeve of mine).

Once you’ve finished writing, send your completed Word document in an email attachment to our website editor, Rob (robertldavies@btinternet.com), and he’ll get it scheduled for inclusion on the website. If you have included any images in the article, please also attach the full-resolution, appropriately cropped originals to the email – the ones embedded in the document will help show me where to lay them out on the site, while the originals will be used to make sure the quality is up to scratch (as Word compresses images stored in the document).

If the article is intended to include downloadable attachments, such as PDF event posters for instance, please make sure these are also attached to the email you send to Rob and make it obvious where in the article there should be links to download them.

Having articles submitted in this templated format will mean I’m able to get more of them on the website more frequently, as I won’t have to do as much manual tweaking to get them into the format needed for uploading to the site. In future, I plan to make further improvements to news content submissions, such as an online submission system to streamline this process further, so watch this space!