

## *Mazal Tov to the B'nai Mitzvah Families.*

*How to submit to the Contemporary B'nai Mitzvah page*

*The deadline is always the first of the month preceding the edition in which you will appear.*

Back Contemporary issues are posted at [www.olamtikvah.org](http://www.olamtikvah.org).

### **1. Write-up**

*\*Please write it yourself, in Word, and e-mail it to me. I will send back a formatted copy if I make corrections. This process is fast and clear, and it avoids recopying errors. Send to [lisafriedman@cox.net](mailto:lisafriedman@cox.net). Write Contemporary in the subject line.*

- Read the *Contemporary B'nai Mitzvah* column to get an idea of standard format and tone.
- Check with your child. Most wish you to include only those topics that others include.
- All write-ups must be in prose. Use a slightly informal, warm tone. Please, no “in-jokes” or parodies of your child.
- If your child writes it, *please* read and edit it for suitability to a family-oriented newsletter before submission.
- Type in Word. A **125-word limit** works best. (Click “Tools” and “Word Count” to get the count.)

Obligatory information is:

- Child’s full name & nickname (if she or he uses it regularly),
- School & grade,
- Parents’ names (So that I can state things properly, please clarify last names where necessary), and
- Names of siblings and, if desired, names and state of residence of grandparents attending. People unable to attend but whom you wish to honor will be described as completely as space permits.

### **2. Photograph—I accept both hard copy and digital photos. I have a full digital editing program.**

#### **HARD COPY**

- Provide a clear, clean, recent photo. *Bigger is better*—up to 8.5” x 11” is usable.  
*Clean* means it should not be dusty or covered with fingerprints.
- School photos work well. *No wallet-sized photos, please!*
- Your child’s face should fill at least one square inch of the photograph space.
- **Please do NOT scan your own photo.** I use equipment suited to our printer’s high-resolution demands.
- Leave in the *Lisa Friedman* drawer in the OT office mailboxes. Label the back with your child’s name. I will return it to you through the RS office once I have corrected the proofs.

#### **DIGITAL COPY**

- **If you have a digital copy of a good, clear face shot**, please e-mail it to me as a high-res JPG.
- The larger the file the better. 150 dpi minimum: 300 dpi is better. At least 4” x 6” in size: *nothing smaller*.

### **3. Timing**

As they say in the theatre, *early is on time; on time is late, and late is rude.*

Practically speaking, the sooner your materials are in my hand, the better job I will be able to do. I look forward to working with you.

Thanks! Please contact me if you have questions.

*Lisa Friedman*

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