

## **Mazal tov to the B'nai Mitzvah families!**

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

***The deadline is always the 25th of the month TWO months preceding the edition in which your child will appear. (For example: October 25 for the December edition.)***

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

Instructions:

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

**Please write it yourself, in Word, and e-mail it to me at the address in red below. I will send back a formatted copy only if I make major corrections. If you don't receive it back, assume it's fine.**

- I suggest you read a previous *Contemporary* B'nai Mitzvah column to get an idea of standard format and tone.
- Check with your child. Most want you to include the same kinds of information as others have done. If your child writes it, *please* read and edit it before submission.
- All write-ups must be in prose. Use a slightly informal, warm tone, suitable to a family-oriented newsletter.
- Please, no "in-jokes," poems, or parodies of your child.
- Please use Microsoft Word. A 125-word limit works best. (If you're using Word 2007 or newer, click the **Review** tab and select "Word Count." If you're using an older version of Word, click **Tools** on the menu and select the "Word Count" option to get the count.)

Please send the write-up to: [ot.pubinfo@yahoo.com](mailto:ot.pubinfo@yahoo.com). Write *B'nai Mitzvah* and the date of your event in the subject line.

At a minimum, please provide the following:

- Child's full name and nickname (if she or he uses it regularly),
- School and grade,
- Parents' names (so that I can state things properly, please clarify last names where necessary),
- If desired, names of siblings and 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, and
- **Descriptions of the B'nai Mitzvah project and Jewish interests are always welcome.**

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

a. **Hard Copy**

- Provide a clear, clean, recent photo. *Bigger is better*—up to 8.5” x 11” is usable.  
**Note:** *Clean* means not 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 requirements.
- Leave in the Betsy MacCarthy drawer in the OT office mailboxes. Label the back with your child’s name. I will return it to you through the Religious School office.

b. **Digital Copy**

- If you have a digital copy of a good, clear face shot, please e-mail it to me as a high-resolution JPG (this refers to the number of dots or pixels per inch (dpi or ppi)).
- The larger the file, the better. 150 dpi or ppi, at a minimum; 300 dpi/ppi is better. At least 4” x 6” in size – nothing smaller. The more pixels per inch, the clearer and sharper the photo will come out in printed material.

3. **Timing**

Please keep in mind that the earlier I receive your materials, the better job I will be able to do.

I look forward to working with you. Please feel free to contact me if you have questions.

Thanks!

Betsy MacCarthy, (703) 264-3907, [ot.pubinfo@yahoo.com](mailto:ot.pubinfo@yahoo.com)