

Communications and Media Ministry Department
Ontario Conference News (OCN)
Submission Guidelines

Updated December 8, 2025

The **Ontario Conference News (OCN)** exists to highlight and celebrate the wonderful ministry events and initiatives happening in congregations across Ontario. To maintain consistency, quality, and readability, please follow the guidelines below when submitting content.

Article Submission Guidelines

1. **Article Length.** Articles should be no more than 500 words. Please write clearly and concisely, focusing on the key message and outcomes of your event or testimony.
2. **Author Information.** Each submission must include:
 - Author's full name
 - Name of the church
 - Date of the event

Including these details helps the OCN properly attribute and organise your submission.

3. **Photos.** Please include at least one high-quality photo (in JPG or PNG formats) with your article. Photos should:
 - Be clear and relevant to the story
 - Feature individuals or groups participating in the event
 - Include photo credits, if required

Note: By submitting photos, you confirm that all individuals depicted have consented to their image being published.

4. **Article Focus.** Articles should focus on ministry and mission, featuring stories about:
 - A church ministry event or initiative
 - A community outreach or service projects
 - Youth or children's ministry activities
 - Health, education, or evangelism and discipleship programs
 - Collaborative efforts between churches, schools, or community partners

5. **Writing Style**

Keep your writing engaging and uplifting by adopting a storytelling approach that highlights purpose, participation, and impact. Avoid using excessive jargon or overly formal language.

6. **Submission Deadline.** OCN is published every Wednesday. Please submit your article by Monday at 12:00 noon of the same week to ensure timely review and inclusion.

7. **Personal Testimonies.** OCN welcomes personal testimonies that encourage spiritual growth, highlight answered prayers, or showcase how God is working in individual lives and communities.

8. **Content Restrictions.** The following will **not** be published:

- Member death notices
- Advertisements of a personal nature
- Promotions for commercial products or companies
- Solicitation (unless approved by the Ontario Conference Administration)

9. **Editorial Rights.** The OCN editorial team reserves the right to edit or decline any submission to ensure clarity, consistency, and alignment with publication standards.

10. **Submission Email.** Send all articles to: OCN@adventistontario.org

By following these guidelines, you help us maintain the high standard of quality and inspiration that our readers expect. Thank you for your contributions!

OCN Editorial Team

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Flyer Submission Guidelines

1. Eligibility. OCN accepts flyers from:

- All Seventh-day Adventist churches and companies in Ontario
- Conference-recognised or certified church entities, such as schools, ministries, and departments

2. Email Protocol. Please copy your local pastor when submitting a flyer to OCN. This ensures accountability and communication within your church or district.

3. Readability Check. Before submitting, ensure your flyer is:

- Clear, legible, and visually balanced
- Free from typographical errors
- Properly sized and formatted for digital publication

4. Placement. Flyers are organised chronologically by event date (e.g., all August flyers appear before September flyers).

5. Submission Deadline. The OCN is published every Wednesday. Please submit your flyer by Monday at 12:00 noon of the same week.

6. Publication Restrictions. OCN reserves the right **not** to publish flyers that:

- Use an incorrect church name or logo (e.g., “SDA” instead of Seventh-day Adventist Church, or a non-approved/custom logo)

- Promote events occurring during Sabbath hours that involve purchases, ticket sales, or commercial transactions
- Feature out-of-province evangelistic speakers not approved by the Ontario Conference
- Originate from non-affiliated organizations or entities
- Contain personal or commercial advertisements

7. Design Tips (Recommended). To increase readability and engagement:

- Keep text brief and focused—less is more
- Include essential details (who, what, when, where, cost, contact)
- Use contrasting colours and legible fonts
- Avoid cluttered backgrounds or low-resolution images

8. Link to Website. If you would like OCN readers to access more information about your event, you may include a corresponding URL. Your flyer can be linked to your church website, provided the domain name follows the standard domain naming system introduced by the Ontario Conference (e.g., www.churchnameadventist.ca).

Contact Information

For all submissions or inquiries: OCN@adventistontario.org

By following these guidelines, you help the OCN team maintain a publication that reflects excellence, unity, and faith in action.

Your stories are vital to sharing how God is moving across Ontario—thank you for contributing to the Ontario Conference News!

OCN Editorial Team