



**Deadlines for Both Publications**

News Deadlines:

Press releases/news articles & other news items  
(engagement, birth & wedding announcements): 12 noon Friday

*Letters & news articles involving a weekend development will be accepted Monday morning, but a heads-up to the editor on Friday is appreciated.*

Items for North Woods Weekly only: [editor@northwoodsweekly.com](mailto:editor@northwoodsweekly.com)

Items for both papers: [karenhladd@colebrooknewsandsentinel.com](mailto:karenhladd@colebrooknewsandsentinel.com)

Advertising Deadlines:

Display Advertising (to include color specifications) 12 noon Monday

Classifieds & paid copy (Cards of Thanks, In Memoriam) 5 p.m. Monday

Send copy to: [graphics@colebrooknewsandsentinel.com](mailto:graphics@colebrooknewsandsentinel.com)

**Submitting News Items and Photos**

- All items must be accompanied by a contact name and phone number.
- Letters to the editor must be signed; letters sent by e-mail must include the writer’s town of residence and a phone number for confirmation.
- News items written in the first person (“I” or “we”) or typed in upper-case letters will be returned for the author to rewrite.
- E-mail is preferable, but please copy and paste the text directly into the message area rather than sending attachments.
- Hard copy is acceptable but must be legible and double-spaced.

**Photos**

- Digital photos sent by e-mail are preferred, as an attached JPEG at least 150 dots per inch in resolution.
- Photo prints must have a high enough resolution to ensure good reproduction. Prints are held at the office for pick-up; those who wish to have their pictures mailed back should provide a stamped, self-addressed envelope.

Questions about submitting news and photos may be directed to editor Karen Ladd or graphic designer Peter Keyser, at 603-237-5501.