# Indo American News press kit

How to send us news about your organisation, your event or your family, and what happens to it. Community news is published free of charge.

## What we publish

Indo American News has served the Indian American and South Asian community of Houston and Texas since 1982, in print every week and online every day. We welcome news of community events, temple and association activities, business openings and milestones, awards and achievements, cultural programs, youth and school news, weddings and obituaries.

## How to write it

- 150 to 400 words. The first two sentences say who, what, when, where and why.
- Full names, with titles spelt the way each person uses them. Say which organisation each person belongs to.
- Dates with the day of the week, times with am or pm, and the full address of the venue.
- One or two quotes, each with the name and role of the person speaking.
- The name, phone number and email of someone the editor can call with a question.
- Plain language. No superlatives, no exclamation marks. The paper edits for length and style.

## Photos

- JPG or PNG, at least 1,200 pixels wide. A phone photo at full size is fine; a photo sent through WhatsApp usually is not.
- Up to five photos. For a group photo, the names left to right.
- The photographer's name, so we can print the credit.
- You must hold the rights to every photo you send, and by sending them you give Indo American News permission to publish them in print and online.

## Deadline

Ask the editor for this week's deadline.

## How to send it

Use the form at https://indoamerican-news.com/submit-news/. It takes your text, a file and your photos, and sends you a confirmation email.

## What happens next

- You get an email at once asking you to confirm your address. Nothing reaches the desk until you click the link.
- The editor reads every submission. Not everything is published, and what is published may be shortened or edited.
- When your story goes live you get an email with the link.