

District 330 Publications Guidelines 2022-2023

Greetings and welcome from the District Editor and District Webmaster

Both the District Editor and District Webmaster hope to provide greater visibility for all Clubs under District 330 at the local and international levels through the publication of original news articles, videos and photographs.

The **District Editor** will liaise with all Club Correspondents for the publication of Newlink (Club Correspondents will be notified on a quarterly basis for the submission of photos), as well as a periodical District newsletter.

The **District Webmaster** will update the District Website, and social media platforms, such as Facebook, Instagram and others on an on-going basis and all Club Correspondents must liaise directly with her for upload of happenings on these platforms.

Club Correspondents are requested to be timely in submitting news and photographs. The following should serve as a guide:

- Human interest stories, such as IW Campaign for Women and Children; UN Rights of the Child; Family; Status of Women; Ageing; Narcotics
- Service Projects
- Awards of Recognition to individual clubs or members
- Special club activities, such as Installations, Training or Workshops
- Visits by the District Chairman, IIW President or Overseas Inner Wheel Members
- News that are aligned with the International Inner Wheel theme of **Work Wonders** and the Social Projects Campaign of **Strong Women Stronger World**.



Please comply with the following submission guidelines:

- **Photos** should be of good resolution saved on jpeg. Group photos (5 MB) and individual photos (1 MB) are preferred.
- If the file(s) are too big to be emailed, upload and share the link from any of the many cloud storage hosting services, such as dropbox, wetransfer, Google Drive, Microsoft OneDrive, iDrive and Box.
- **Text** must be submitted through the official [news reporting template](#) via email.
- **Reports** are to be brief but informative.
- Include — **Who, When, Where, What** and a bit about **Why and How**.
- Pick a **title** that will engage readers
- Should you require further information, do email us.

Wishing you a lovely and fulfilling year in Inner Wheel!

Jilliax Estrop

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Inner Wheel District 330 <http://www.innerwheel330.org.my>

International Inner Wheel <http://www.internationalinnerwheel.org>

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