

## Requirements for submitting content to the RSC Website

If new articles, prayers, upcoming events, vocation stories & photographs are added regularly to the website, it makes the site more interesting and encourages people to visit more often. To help you submit articles more easily, I've prepared a short guide, with information on the requirements for content and file formats. This guide should not only make it easier for you to submit articles, but it will help to keep the website design consistent, and therefore easy to navigate. It also helps to improve search engine optimisation (SEO), so that the website will be found easily on Google, for example. And finally, it will make updating the website more efficient. Articles should be emailed to rhona@joeymac.me. Thank you.

### Text

- Text should only be sent in Microsoft Word or notepad documents (.doc, .docx or .txt).
- There is no need to style the text, as the fonts, type sizes etc. are set to match the website design.
- Articles should be a minimum of 200 words and maximum 400 words. There is a word counter in the bottom left corner in Microsoft Word, which you may find helpful.
- Plagiarism is not allowed on the internet, therefore all text should be unique, or else referenced.

### Photographs

- Photographs should be sent as high resolution jpegs, pngs or tiffs.
- Photographs should not be included in word or pdf documents.
- Photographs should be well lit and well composed.
- A landscape format is preferable, as all of the sliders used on the website are landscape.
- If you are providing photographs to be uploaded to the website, please provide an article of between 200 and 400 words, explaining the photographs, or the event captured.
- Permission must be sought from the people in the photographs, and also from the photographer, if it is not yourself.

### To Improve SEO

- To make it easier for people to find the website through search engines (eg. Google), it is important to include key words in the text. Think about what a person who would be interested in your article might search for.
- For example, there is an article on the website asking for people to volunteer at the Mary Aikenhead Day Centre. Keywords that someone interested in volunteering may search for might be: help the elderly, spare time, volunteer work in Dublin, make a difference, non-profit organisations etc. These keywords should be included in the article.