

Writers' Guide for Voces

Voces is a collection of individual stories, photographs, artwork, observations and memories connected with life at Mount Melleray Abbey.

Story Format

Each contribution is presented inside an 850-pixel-wide table. The height of the story card may expand to accommodate the content. A story card may also link to a separate, stand-alone page.

A submission may include:

- A headline
- The writer's name
- The story or commentary
- One or more photographs or illustrations
- Photograph captions
- Links to a video, website or related material

There is no required length, but shorter stories generally work best online. A useful target is **200 to 400 words**.

Photographs

- Submit photographs as **JPEG files**.
- A horizontal photograph should be no more than **800 pixels wide**, although an image that size will span most of the story card.
- A vertical photograph should generally be no more than **400 pixels high**.
- Prepared photographs should be kept under **2 MB** when possible and will be processed to fit.
- If you are uncertain about sizing, send the original photograph. The Media Lab can prepare it for the page.
- Include a short caption and identify the photographer.
- Submit only photographs you created or have permission to use. Identify the source of any photograph that is not your own.
- We can create slideshows. All photographs in a slideshow should be cropped to the same shape and pixel dimensions. Number the filenames in the order in which they should appear—for example, 1-tower.jpg, 2-church.jpg and 3-garden.jpg. The Media Lab will provide and install the JavaScript needed to run the slideshow.
- The Media Lab can also provide conventional Photoshop work and Photoshop editing with AI support. Human judgment and conventional editing should come first; AI should be used only when it improves the result.

Artwork and Graphics

- Submit illustrations, logos and other artwork as JPEG or PNG files.
- Use PNG for artwork containing lettering, sharp lines or a transparent background.
- Graphics should be no more than 800 pixels wide.
- Avoid very small lettering because it may be difficult to read on the page.
- Submit only artwork you created or have permission to use. Identify the source of artwork created by someone else.
- Avoid jumbled AI images that try to communicate ten things at once. Complicated images are difficult to understand—and they often YELL AI!
- Tell the Media Lab if AI was used to create or substantially alter an image.

Preparing Your Own Story Card

If you have web-page software and are comfortable creating HTML, place your complete contribution inside a table that is 850 pixels wide.

The table may contain your text, photographs, captions and links. Use ordinary fonts and simple formatting. Do not add scripts, animations, forms or complicated page effects. If your story requires a slideshow or another special feature, the Media Lab will add the necessary code.

Send:

- The HTML file
- All photographs and graphics used in it
- Any linked supporting files

Place everything in one folder before sending it to the Media Lab.

If You Do Not Use Web Software

You do not need to create the table yourself.

Send the following:

- Your story as a Word document, email or plain-text file
- Photographs and artwork as separate files
- Captions for each image
- Your name as it should appear
- Any web or video links to be included

The Media Lab will assemble the story card for you.

Editorial Review

All submissions are reviewed before publication. The Media Lab may correct spelling, punctuation and formatting or adjust an image so that it fits the page. Any substantial change to the meaning of a contribution will be discussed with the writer.

Contributors must have permission to submit the words, photographs and artwork they provide.

If you have questions send a note to VJ@webghosts.com. Many things are possible.