

Knox News Newsletter Submission Guidelines

- please submit your article in the body of your email (not as an attachment in word or publisher)
- use the font: Rockwell for all text. (Downloadable font file is attached to this email)
- set article text as an 11 pt font and titles of articles as a bold 18 pt font
- dates are written as Jan 25 (not Jan 25th)
- time is written as 7:15 pm (not 7:15 p.m.)
- phone numbers are written as 630.555.1212 (not 630-555-1212)
- if you need an online sign up link for your event, please contact Joan at the time you submit your information