How to prepare and submit a story for DECmatters

DEC's Corporate Communications branch is keen to receive story submissions for DECmatters – the online news item about DEC staff and what they're doing.

DECmatters is an opportunity to share information about our work and give people a behind-the-scenes look at what everyone does. The DECmatters editor decides what is published and reserves the right to edit copy that is submitted. Articles usually run three times a week (Monday, Wednesday and Friday), subject to submissions.

If you are writing a story for DECmatters and have any queries, please feel free to call or email.

Publishing guidelines

Please consider the following guidelines if you'd like to submit an article for consideration:

- Stories should be less than 300 words.

- They should be structured like a news item – concise (with key information at the top, background at the end) and with one sentence for each paragraph.

- They should include some direct quotes from a DEC staff member if possible.

- Please submit articles as Word documents attached to an email.

- Give the Word document file an identifiable name, such as 'DECmatters Kings Park.doc' (not 'DECmatters article.doc').

- Note in the email if the story needs to be run on, or after, a specific day. Your article will be scheduled on the next available day.

- Include a contact name and number at the end of the text.

- Anyone can contribute but you must have your manager's approval before submitting.

Photographs

Photographs can enhance an article. If you have a good photo, submit it with your article in JPG format. Please don't embed a photo in the Word document.

- Select the best couple of photos − don't send them all. Check the photos are in focus and that they show people's faces clearly and what they are doing. For tips see Taking better images in the Publishing toolbox.

- Provide a caption for the photo in the Word document and list people's names from left to right as they appear, along with their position titles, and a description of what they are pictured doing.

- Make sure you have the permission of each person in the photo to take their picture and publish it.

- When naming the photo file(s) use the same name as the Word document, such as 'DECmatters Kings Park 1.jpg' and 'DECmatters Kings Park 2.jpg'.

For more information or to submit a story, please email the DECmatters editor (decmatterseditor@dec.wa.gov.au). We look forward to seeing your story.