# Community news template for member networks

We know that our member networks across the world are involved in a vast range of activities to advance the chemical sciences and support our community. We want to celebrate and share these activities. This template is a guide for member networks to prepare their stories for [Community News](http://www.rsc.org/news-events/community/).

Please note:

* Articles are subject to editorial review. The edited version will be sent to you for approval.
* Articles will not be published without images. **Please submit the raw image file(s) separately.**
* Please allow at least ten working days for processing and publishing of your article. The News & Media team may schedule publication to avoid clashing with other news stories.

Please complete the fields below and send the form and relevant images to [networks@rsc.org](mailto:networks@rsc.org).

|  |  |
| --- | --- |
| **Member network** | *i.e. Interest Group, Local Section, International Representative, etc.* |
| **Name of event or activity** | *What is the event or activity you are writing about?* |
| **Author** | *Your name* |
|  |  |
| **Story title** | *Please keep your title short and informative – readers will not click on titles that are too long or vague* |
| **Standfirst** | *This is a sentence to summarise the story in an eye-catching way and encourage readers to click on your story* |
| **Content** | *Remember:*   * *Include the top-level main points in the opening paragraph* * *Include quotes from people involved* * *Try to finish with a summary and future thoughts* * *If necessary, include acknowledgments or calls to action at the end*   *Need help? Have a look at our* [do’s and don’ts](https://www.rsc.org/images/Submitting%20an%20article%20to%20community%20news_tcm18-250823.pdf) *for writing Community News stories or this* [example story](http://www.rsc.org/images/Example%20community%20news%20story_tcm18-250822.pdf) *about chemistry busking at King’s Cross Station.* |
| **Photographer/ image source** | *Please include the name of the photographer or source of the images for copyright reasons* |
| **Related links** | *Please include a link to the event page, group website or other relevant website.* |