



IntraVic Magazine Submission Guide

IntraVic is a magazine of the Victorian Conference of the Seventh-day Adventist Church.

Please read the information below before you submit your IntraVic article.

Audience Information and Publishing Locations

Articles, information, and photos published in **IntraVic** can be accessed in physical, public places, as well as online. Our magazine is available at the following locations:

- **Adventist Institutions (Printed Magazine)**
Local Churches; Conference, Union and Division Offices; Avondale University; Sydney Adventist Hospital
- **Adventist Archives (Printed Magazine)**
Andrews University Centre for Adventist Research
- **Public Archives (Printed Magazine)**
State Library Victoria Serials Acquisitions
- **Online (Digital Magazine)**
Victorian Conference website; Facebook (Victorian Adventists); Instagram (@victorianadventists); Mailchimp Newsletters (VIC-ON)

Publishing Consent

By submitting an article and its accompanying information and photographs to **IntraVic** magazine, you are consenting to the following:

- The article, information, and photos to be published in IntraVic and its subsequent publishing locations, including print, internet, and social media.
- The article, information, and photos submitted may be subsequently used in productions and promotions (including print, internet, social media, and audio-visual presentations) by the Victorian Conference; and
- You are aware that you can withdraw this consent in writing at any time for future publications and use. You acknowledge that it is your responsibility to notify the Victorian Conference if the circumstances under which you gave consent change (vac@adventist.org.au or 03 9264 7777). You understand that any withdrawal will not affect materials already produced.

How to submit your IntraVic Article

- Ensure all individuals **predominantly featured** in the article, or any accompanying images, consent to being published using the consent forms provided on our website. Articles that predominantly feature individuals can include (but are not limited to) baptisms, testimonies, and birthdays. **If consent forms are not included, the article will not be published.**
 - [Click here for Individual Consent Form \(PDF\)](#)
 - [Click here for Parental Consent Form for Children/Under 18s \(PDF\)](#)
- The consent forms, articles, and selected images, should be in a **zipped file**, and submitted in **one email**. Please use the subject line **IntraVic (Year) – (Article Name)**.
 - If the file is too big to send via email, please send it using a file transfer service such as **Dropbox, WeTransfer, or Google Drive**.

Note: The materials will be collected and used in accordance with the Seventh-day Adventist Church's policies, including the child protection and privacy policies. [View Child Safety Statement](#) | [View Privacy Policy Here](#)

All submissions are to be sent to vac@adventist.org.au





Information to include in your IntraVic Article

Articles should be 150-200 words and include at least 3-4 high resolution photos.

To ensure a submission is credited correctly, please include the following author's information:

- **Full Name** - *E.g. Jane Doe*
- **Local Church** - *E.g. Nunawading Church*
- **Role (Optional)** - *E.g. Communications Coordinator*

When writing your article, we recommend incorporating the following points:

- **Who** was involved?
- **What** were some of the key moments?
- **When** and **where** did this happen?
- **Why** did this event happen? / **Why** was this choice made?
- **How** did everyone feel?

Thank you for following this submission guide. We appreciate your willingness to contribute to IntraVic Magazine, and look forward to sharing your story with others!

