



## OBITUARY SUBMISSION GUIDE

The Source is honored to publish obituaries without charge as a community service. We believe it is important to bereaved family members and to our neighbors.

Please send a photo and requested text to [visource@gmail.com](mailto:visource@gmail.com) at least a week before the planned funeral. Most obituaries are published almost immediately but there can be brief delays. If you don't see the submitted obituary within two days, please let us know.

### **About that text:**

Please note almost all formatting will be lost when the text is uploaded to the website. As such, **please do not** send emojis, ALL CAPS, or ornate structures. Lists of survivors should be in a row, not a column.

### **A suggested format is:**

*The friends and family of Rothschild E. Smith are saddened to announce his death Jan. 1, 2075, at the age of 200.*

*Rothschild, a lifelong swim instructor, was born on Water Island Jan. 1, 1875 to Judge Gregory Smith and parachute innovator Virginia Smith (nee Brown).*

*He is preceded in death by his loving grandparents Weller and Melva Smith, and, John and Lotus Brown.*

*He is survived by his wife, Georgia Smith; his sons and daughters, Sam, Tony, Judy, and Jill; and friends and extended family too numerous to mention.*

*A viewing will be held Feb. 1 at Joe's Funeral Home in Christiansted from 6 a.m. to 9 p.m.*

*The funeral will be held at Holy Church Feb. 2 at 10 a.m. with a service to follow at 11 a.m.*

*In lieu of flowers, donations can be sent to the Virgin Islands Humane Society in Rothschild E. Smith's name.*

### **Some things to note about this example:**

- The first sentence gives the name, death date, and age.
- The second sentence tells a little more about the person.
- The third sentence tells about family who preceded them in death.
- The fourth sentence tells who is left to mourn them.
- Dates are formatted Sept. 30, 1921. The time is formatted 10 a.m.
- Names are separated by commas or, if there is a descriptor, by semicolons: Gilbert, Nancy, and Joe. Her cousins, Brent and Grace; and second-cousins, Henry and Harriet.

If you find some mistake on our part or realize you've forgotten to include information, please let us know as soon as possible and we will make the needed changes.