**Instructions for Submitting Copy for the Alpha Zeta State Newsletter – Revised September 2015**

**General Guidelines:**

* All chapter news will be published together under the chapter name – active members, retired members, and chapter events. There is no need to categorize the news.
* All committee news will be published under the committee name.
* Be sure to identify your chapter/committee in the submittal. For chapter news, we will post the president’s name. For articles written by AZS officers/committee chairs, names will be posted.
* We will make every effort to print all news received for each issue but we have a finite number of pages and request that you limit your submission to no more than 200 words.
* The editors reserve the right to edit any and all submittals.
* You should have a copy of Delta Kappa Gamma 2014 Guidelines for State Organization and Chapter Communications and Publicity Committee Chairs in your possession for reference.
* You should also have available the DKG style sheet. This can be found on the DKG website.

**Suggestions for Content:**

* Consider a feature article on your chapter noting a unique project or event rather than a brief summary of your chapter.
* Consider highlighting members’ achievements.
* Consider sending a photograph to support your text. If you do so, please include a caption listing the activity/members included in the photograph. Please send only one photo per submission. Photos should be crisp and of good quality.

**Formatting/Submitting Copy:**

* Copy is to be submitted in Lucida Sans, 10 pt. font. [This correspondence is in the correct font.] Suggested headlines should be in Lucida Sans, 14 pt. font. Please use single line spacing. If you cannot submit in Lucida Sans, please use Times New Roman or Arial, 10 pt.
* Please submit all articles as attachments, not within the body of an email. Please do not submit articles as pdfs.
* Please submit all copy electronically in Microsoft Word to the email address for the newsletter: [mgniemiec@hotmail.com](mailto:mgniemiec@hotmail.com).
* If you do not receive a reply back from Margaret Niemiec within a few days, she probably did not receive your submission and it needs to be resubmitted.

**SUBMITTAL SCHEDULE FOR 2015-2016**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Fall (1st) Newsletter | Winter (2nd) Newsletter | Spring (3rd) Newsletter |
| Deadline for Submission | October 17, 2015 | January 23, 2016 | April 30, 2016 |
| Content Focus | Professional News  All Chapters | Convention, State Business, Scholarship, By-laws, Nominations, etc. | Professional News  All Chapters |
| Distribution Dates – e-format and hard copy requests | November 4, 2015 | February 13, 2016 | May 21, 2016 |

**SUBMITTAL SCHEDULE FOR 2016-2017**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Fall (1st) Newsletter | Winter (2nd) Newsletter | Spring (3rd) Newsletter |
| Deadline for Submission | October 15, 2016 | January 21, 2017 | April 29, 2017 |
| Content Focus | Professional News  All Chapters | Convention, State Business, Scholarship, By-laws, Nominations, etc. | Professional News  All Chapters |
| Distribution Dates – e-format and hard copy requests | November 5, 2016 | February 11, 2017 | May 20, 2017 |

**FALL ISSUE:** Chapter News from each chapter of a professional nature.

**WINTER ISSUE:** This issue features information on our upcoming State conventions.

**SPRING ISSUE:** Chapter News from each chapter of a professional nature.