Guidelines for the DKGNJ State Newsletter 2026 -2027

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Submission Schedule

Chapter Submissions are in **bold**.

	FALL NEWSLETTER (Focus: Chapter Updates/Plans for the Year)	WINTER NEWSLETTER (Focus: Convention News)	SPRING NEWSLETTER (Focus: Post Convention)	SUMMER (BRIEF) NEWSLETTER (Focus: Chapter Year Summary)
Deadline for Submission	**October 4, 2026**	**January 03, 2027**	**April 25, 2027**	**July 4, 2027**
Content Focus	• State President Message • 1st VP Message • 2nd VP Message • State Business/ Committee Info/ Reports (as needed) • Award/Scholarship Information • **Chapter News/ Updates** • **Chapter Sales**	• State President Message • 1st VP Message • 2nd VP Message • Convention Info • State Business/ Committee Info/ Reports (as needed) • **Chapter Sales** • **Member Spotlight** • **(NO chapter updates)**	• State President Message • 1st VP Message • 2nd VP Message • Convention Reflection/Photos • Award Winners • State Business/ Committee Info/ Reports (as needed) • **Member Spotlight** • **(NO chapter updates)**	• State President Message • 1st VP Message • 2nd VP Message • **Chapter Year Summary** • **Active Member Reflections**
Tentative Distribution Dates e-format	**October 25, 2026**	**January 24, 2027**	**May 16, 2027**	**July 25, 2027**

General Guidelines:

- All professional chapter news submissions will be published under the chapter name.
- All committee news will be published under the committee name.
- Be sure to identify your chapter/committee in the submission.
- When submitting chapter news, please include the author's name.
- For articles written by DKG NJ officers or committee chairs, please include your name with a personally approved photo of yourself. Once you have submitted a photo, that same photo will be used in each newsletter, until a new one is submitted.
- When submitting photos, please attach photos separately in the email–do not include them in your article. Due to copyright laws, the photographer's permission is always required to publish a photo. Please get permission. If the photographer wants credit, please provide their name as well. Photos should be crisp and of good quality.
- The editor(s) reserve the right to edit all submissions and crop photos as needed.

Requests for Chapter Content:

- **FALL:** This is our Chapter Updates/Plans for the Year Issue. **Submissions Due 10/4**
  - Chapter Update -This is the first of two chapter update articles for the year! This update might include your goals for the year, planned projects/events/activities, and/or member achievements. Please provide photos if possible, attached separately.
  - Chapter Convention Sales - Is your chapter selling anything this year to fundraise? Let us know so we can share! Your "ad" will run in all newsletters ALL year, unless you tell me otherwise.
- **WINTER: Submissions Due 1/3**
  - Chapter Convention Sales - anything submitted for the fall newsletter regarding convention sales will be shared again. You do not need to resubmit. However, if you have new sales, please submit for this newsletter.
  - Member Spotlight - Please choose a member to spotlight! Provide a brief paragraph on why they should be in the spotlight and an approved photo. Please try to limit them to one page with room for a photo.
  - NO chapter update needed — this issue focuses on the Convention
- **SPRING: Submissions Due 4/4**
  - Member Spotlight - Please submit your second member to spotlight. Provide a brief paragraph on why they should be in the spotlight and an approved photo.
  - NO chapter update needed— this issue focuses on post-convention news and awardees!
- **SUMMER: Submissions Due 7/4**
  - Chapter Update - This is the 2nd chapter update requested. This is your chance to share what your chapter accomplished this year - projects/events/activities. Please attach photos separately.
  - Active Member Reflections - Please ask your active members to share a small reflection on something they are proud of this school year. This might include a fun class project they assigned, a field trip experience, a grant they worked on, etc. Reflections should be education related.

Formatting/Submitting Copy:

- Please submit using Google docs, Microsoft Word, or even just typing in the body of an email. Please do not submit articles as pdfs.
- Please attach photos separately–not embedded into your document.
- No fancy fonts are needed. Fonts will be edited after submission.
- Please submit all work electronically by emailing me at DKGNJeditor@gmail.com
- If you do not receive a confirmation reply from me within a week, please resubmit.
- Please email me with any questions as well!

Revised 7/21/26 SP