**Submission Guidelines for the DKG NJ State Newsletter**

**Revised July 2019**

**General Guidelines:**

* All professional 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.
* Since our newsletter is devoted to professional endeavors, regretfully, personal news will not be accepted for publication.
* Be sure to identify your chapter/committee in the submittal. For chapter news, the president’s name will be included. For articles written by DKG NJ officers/committee chairs, names will be posted.
* Every effort will be made to print all news received for each issue but since the newsletter has a finite number of pages it is requested that you limit your submission to approximately 200 words or less.
* The editor(s) reserve the right to edit all submittals.

**Suggestions for Content:**

* Consider a feature article on your chapter noting a unique project or event rather than a 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/identifying members in the photo, and always identify the photographer by name. Please send only one photo per article. 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: [heathdawn527@yahoo.com](mailto:heathdawn527@yahoo.com)
* If you do not receive a confirmation reply from Heather Lieberman, within a few days, she probably did not receive your submission and it should be resubmitted.
* **FALL ISSUE: Chapter news, from each chapter, of a professional nature; state committee reports; reminders**
* **WINTER ISSUE: Information on our upcoming state convention; state committee reports; reminders**
* **SPRING ISSUE: Chapter news, from each chapter, of a professional nature; state committee reports; reminders**

**SUBMISSION SCHEDULE FOR 2019-2020**

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|  | **FALL (1ST) NEWSLETTER** | **WINTER (2ND)**  **NEWSLETTER** | **SPRING (3RD)**  **NEWSLETTER** |
| **Deadline for Submission** | **October 7, 2019** | **January 27, 2020** | **April 27, 2020** |
| **Content Focus** | Professional News  All Chapter News  State Committee Information | Convention Information  State Business  State Committee Information  (Scholarship, Standing Rules and By-laws, Nominations, Necrology, etc.) | Professional News  All Chapters  State Committee Information |
| **Distribution Dates**  e-format and hard copy requests | **October 28, 2019** | **February 17, 2020** | **May 18, 2020** |

Revised 7/29/19 HL