

Guidelines for the DKG NJ State Newsletter 2023 -2024

State Editor: Shannon Pizzuta

Submission Schedule for 2023-2024

Chapter Submissions are in **bold**.

	FALL NEWSLETTER	WINTER NEWSLETTER	SPRING NEWSLETTER	SUMMER (BRIEF) NEWSLETTER
Deadline for Submission	October 7, 2023	January 13, 2024	April 27, 2024	July 6, 2024
Content Focus	<ul style="list-style-type: none"> • State President Message • State VP Message • State Business/Committee Info/Reports (as needed) • Award/Scholarship Information • Chapter News/Updates • Chapter Sales • Member Spotlight 	<ul style="list-style-type: none"> • State President Message • State VP Message • Convention Info • State Business/Committee Info/Reports (as needed) • Chapter Sales • Member Spotlight 	<ul style="list-style-type: none"> • State President Message • State VP Message • Convention Reflection/Photos • Award Winners • State Business/Committee Info/Reports (as needed) • Member Spotlight 	<ul style="list-style-type: none"> • State President Message • State VP Message • State Business/Committee Info/Reports (as needed) • Active Member Reflections on the School Year • Member Spotlight
Tentative Distribution Dates e-format	October 28, 2023	January 27, 2024	May 18, 2024	July 27, 2024

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, as well as the chapter president'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.
- 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.
- When submitting photos, due to copyright laws, the photographer's permission is always required to publish a photo. Please get permission. Also, include a caption listing the activity/identifying members in the photo, and always identify the photographer by name so we can give them credit. 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 biggest issue for Chapter content. **Submissions Due 10/7**
 - Chapter Update -This update might include a reflection on recent events/activities, projects, goals for the year, and/or member achievements. Please provide photos if possible, with a caption listing the activity/identifying members in the photo, and always identify the photographer by name. Photos should be crisp and of good quality.
 - Member Spotlight - Please choose a member to spotlight! Provide a brief paragraph on why they should be in the spotlight and an approved photo. There will be a sample in the next "News Between the News."
 - Chapter Convention Sales - Is your chapter selling anything at convention? Let us know so we can share!
- **WINTER: Submissions Due 1/13**
 - 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. (Is your chapter selling anything at the DKGNJ convention? Let us know so we can share!)
 - 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.
- **SPRING: Submissions Due 4/27**
 - Member Spotlight - Please submit your third member to spotlight. Provide a brief paragraph on why they should be in the spotlight and an approved photo.
- **SUMMER: Submissions Due 7/6**
 - Reflection - Please ask your active members to share a small reflection on something they are proud of this year. This might include a fun class project they assigned, a field trip experience, a grant they worked on, etc.

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.
- No fancy fonts are needed. Fonts will be edited after submission.
- Please submit all work electronically by emailing editor, Shannon Pizzuta, at DKGNJeditor@gmail.com
- If you do not receive a confirmation reply from Shannon within a few days, please resubmit.
- Please email her with any questions as well!