

AFP Fort Worth Metro Chapter Newsletter Submission Guidelines

The newsletter's purpose is to disseminate information about AFP chapter and headquarter activities and services, as well as news specific to the issues and needs of chapter members. The newsletter is an e-newsletter. It is distributed monthly to chapter members.

Newsletter submissions should be sent to the appropriate member of the executive board (president, president-elect, past president, secretary, treasurer, vice president). The executive board member will review the submission for accuracy and to be certain it meets these guidelines and will then submit it to the director of communications.

Deadlines

All submissions must be received by the director of communications by 5 p.m. on the final submission date. Late submissions jeopardize the timeliness of the publication of the newsletter. The director of communications will use discretion to accept, reject or postpone publication of items that miss the deadline, based on space constraints and/or timely delivery of the newsletter to the membership. There is no guarantee that a late submission will make it into the current month's newsletter.

Issue	Content to Exec. Brd. Member	Content to Commun. Dir.	Content to Chapter Admin.	E-News to Members	Mtg. Reserv. Due 10 AM	Mtg. Date
Feb	1/7/2010	1/11/2010	1/14/2010	1/21/2010	2/3/2010	2/8/2010
Mar	2/4/2010	2/8/2010	2/11/2010	2/18/2010	3/3/2010	3/8/2010
Apr	3/11/2010	3/15/2010	3/18/2010	3/25/2010	4/7/2010	4/12/2010
May	4/8/2010	4/12/2010	4/15/2010	4/22/2010	5/5/2010	5/10/2010
June	5/13/2010	5/17/2010	5/20/2010	5/27/2010		Conference
July	6/8/2010	6/12/2010	6/15/2010	6/22/2010	7/7/2010	7/12/2010
Aug	7/1/2010	7/6/2010	7/9/2010	7/22/2010	8/4/2010	8/9/2010
Sept	8/12/2010	8/16/2010	8/19/2010	8/26/2010	9/8/2010	9/13/2010
Oct	9/16/2010	9/20/2010	9/23/2010	9/30/2010	10/13/2010	10/18/2010
Nov	10/7/2010	10/11/2010	10/14/2010	10/21/2010		NPD
Dec	11/9/2010	11/13/2010	11/16/2010	11/23/2010	12/8/2010	12/13/2010
Jan	12/7/2010	12/11/2010	12/14/2010	12/21/2010	1/5/2011	1/10/2011

Submission Format

Required submission format is MS Word.

Standards

Each submission should meet certain standards of quality and be well-written in the form in which the reader will see it. Thus, members submitting items for publication should pay particular attention to the following.

- All submissions should contain a headline.
- Check spelling, punctuation, grammar and capitalization for accuracy.

- Be concise. If a submission is unnecessarily long, the director of communications reserves the right to ask the submitter to revise for brevity.

Photos and Illustrations

Color images are preferred. Photos should be submitted with a caption. Scanned print photos and digital photos should have a resolution of 75 dpi, low resolution web quality. Microsoft Office Tools includes the easy-to-use Picture Manager for resizing photos and offers a preset for converting a photo to a small web image.

Questions?

Questions, comments or suggestions of the above guidelines or any issue regarding newsletter content can always be forwarded to the chapter president or the vice president of member services.