

University League--Newsletter Deadlines 2019-2020

Newsletter #1: 2019

July 16 (Tuesday) – editor's deadline

Newsletter #4: 2020

January 24 (Friday)—editor's deadline

Newsletter #2: 2019

October 23 (Wednesday) – editor's deadline

Newsletter #5: 2020

March 16 (Monday)—editor's deadline

Newsletter #3: 2019

November 20 (Wednesday) – editor's deadline

Procedures--Please Submit Material to The University *League Letter*

We encourage you to send in articles about your Interest Group activities, excursions, projects, volunteer experiences, reactions to programs, etc. Articles should be typed and preferably sent by email as Word attachments (.doc or .docx). If you don't have a computer, mail your article to me and I will retype it for publication. Please keep your article brief – normally ¼ to ½ page. **Do not send your submission in .pdf form since we will need to edit it and insert it into a Word document.**

Please adhere to the deadlines listed at the top of this sheet. They ensure that the newsletter will be published on time. After the newsletter goes to the printer, we cannot make changes, so if you do find a change or mistake in your submission, let us know right away and we will try to make the change before we send the article to the website. Please let the editors make the change; do not contact the webmaster.

Pictures are strongly encouraged – the more, the better. They should be emailed to me in .jpg form in the full size or best resolution of the photograph. When you take a picture, do your best to get the lighting and focus right. PLEASE BE SURE TO DESCRIBE THE EVENT AND/OR LOCATION SHOWN IN THE PICTURE AND GIVE THE NAMES OF THE PEOPLE PICTURED. Again, if you don't have a computer, mail or give me the original print or a very clear copy. I will scan it and mail the print back to you if you want it – just let me know.

Your articles may be edited for clarity, length, or consistency with the rest of the newsletter. If it's necessary to make major edits or if I have questions, I'll call or email you.

Thank you. I really appreciate the selfless dedication of League members, and I look forward to receiving interesting and stimulating articles from all of you.

(Thanks to 2017-2018 Editor, Joanne Cantor.)

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