

**Submission of Material for
The University *League Letter* 2021-2022**

Newsletter #1, 2021

August 6 (Friday) – **editor's deadline**

Newsletter #4, 2022

January 24 (Monday) – **editor's deadline**

Newsletter #2, 2021

October 13 (Wednesday) – **editor's deadline**

Newsletter #5, 2022

March 21 (Monday) – **editor's deadline**

Newsletter #3, 2021

November 19 (Friday) – **editor's deadline**

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 and it can be scanned or retyped 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 editor's deadlines. 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. Let the editors make the change; do not contact the webmaster.

Pictures are strongly encouraged – the more, the better. They should be emailed 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 the editor an original print or a very clear copy. It will be scanned and the print mailed back to you if you want it – just let us know when you submit the picture. Pictures taken with a camera rather than with your phone make better submissions. If someone in your Interest Group knows about taking good pictures (framing, focus, posing, etc.), try to use her or him.

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

Gisell Sirianni, *League Letter* Editor

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