

**Newsletter Submission Requirements**

**Policy Statement**

Members can submit articles be included in the newsletter.

**Who decides on what is included?**

The editor, with input from the newsletter committee and approval from the Director of Communication and Technology, decide on what is included for publication in the newsletter.

**Who can submit an article?**

Individuals and companies who are involved with organizing may submit an article for consideration in the newsletter.

**Is there a cost?**

No. Articles can be submitted for publication without paying a fee.

**When can articles be submitted?**

The deadline dates are as follows:

Newsletter Publication Date	Submit Your Advertisement By:
February 1	January 15
April 1	March 15
June 1	May 15
August 1	July 15
October 1	September 15
December 1	November 15

**What happens once an article is submitted?**

Articles are reviewed by the editor’s assistant for compliance and content. The editor reviews the submissions and the article is formatted to fit into the design layout. Articles not in compliance will be returned to the author for correction.

**Does the Committee edit articles?**

Yes. The editor, along with the committee, has the right to edit and proof articles for submission. Individuals are encouraged to make sure there are no spelling or grammatical errors. The committee is not responsible for errors.