

ATTACHMENT I

15.7 AMATYC News Submission Guidelines

Periodically, but at least once a year, the editor of the *AMATYC News* shall send to the leadership of AMATYC detailed guidelines that are updated and adjusted with appropriate names and/or email addresses.

Deadlines

- Article submission deadlines are November 25, February 25, June 1, and August 15.
- The newsletter should be received by the membership about February 1, April 25, August 1, and October 25.

How to Submit

- Articles, along with accompanying photos and graphics, should be submitted using an online form. The link to the online form is available on the *AMATYC News* page of the AMATYC website, and also will be included in the Call for Articles sent by the editor. If submission via the online form is impossible for any reason, articles should be emailed to amatycnews@amatyc.org. (This automatically sends the email to the editor and the Board liaison.)
- Submitting photos:
 - The printer prefers photos as a .tif file, but .jpg is acceptable. Photos need to be 300 dpi or better.
 - Photos should be submitted as separate files; do not embed the photo in the article.
 - Do not copy photos from a website; they do not have sufficient quality.
- Submitting graphics:
 - The file type of the graphic must be compatible with Illustrator, preferably .ai or .eps, so that the Publications Director can manipulate the file for size, color, and content.
- Do not use the advanced formatting features available in Word. Articles will be copied into a page layout program; heavily formatted articles cause major difficulties. In most cases, bulleted and numbered lists should also be avoided, as they are not compatible with narrow columns.
- Use a concise file name that reflects the content of the article, such as "President Msg Feb19," "NameOf Committee Feb19," or "NW Affiliate Feb19." Do not use a generic file name such as "amatycnews."

Writing Guidelines

1. Please read, edit, and spell-check your articles.
2. Please compare calendar submissions against old newsletters. If information has changed from a prior submission, include a note about the change, so the editor knows it is not a mistake.
3. Use abbreviations: CC for Community College, Univ for University, Col for College, CTC for Community and Technical College, correct affiliate abbreviations, and standard two-letter state abbreviations.
4. Omit professional and personal titles, such Dr., Prof., Mr., or Mrs.

5. Articles may be written in the first person if it is extremely clear who is meant by “I”, “we”, “our”, and if the use of the first person improves readability or makes the article more engaging. Limited use of the second person is acceptable, such as “If you would like to join our committee, email the chair.” or “Visit Awesome Attraction during the conference.” Otherwise, articles should be written in the third person.
6. Position titles are capitalized only when they immediately precede a name. For example, use President Judy Ackerman, or Judy Ackerman, president.
7. When using an acronym for the first time in an article, give the complete name followed by the acronym in parentheses; then use the acronym throughout the rest of the article. For example, write "National Science Foundation (NSF)," then use NSF thereafter.
8. Refrain from using commercial names and products in articles, such as textbooks, companies, software, calculators, etc.
9. For common Internet-related words, use these one-word formats: email, webpage, homepage, online, website.
10. Use dots as phone number separators (1.800.555.1212).
11. Do not use http or https in a web address. For example, use www.amatyc.org, instead of <http://www.amatyc.org>.
12. When referring to the AMATYC Conference, use one of the following:
 - a) 2004 AMATYC Annual Conference
 - b) AMATYC Annual Conference
 - c) 30th AMATYC Annual Conference
 - d) 2004 AMATYC Annual Conference in Orlando
 - e) AMATYC Annual Conference in Orlando
 - f) 30th AMATYC Annual Conference in Orlando
13. Do not rehash old articles - write new articles to keep them fresh.
14. Punctuation notes:
 - Periods and commas should be inside of quotation marks; colons and semicolons should be outside of quotation marks; question marks and exclamation should be inside only if they are part of the quote.
 - Two-letter acronyms use periods (e.g., U.S., D.C.); acronyms with three or more letters do not use periods (e.g., USA, AMATYC).
 - When listing three or more items using "and" or "or," use a comma before the conjunction. (Moe, Larry, and Curly fell in the pool.)

For Vice Presidents

1. The Calendar of Events is for meeting notices. Meeting notices must contain the following information in order to be included in the calendar: Dates, What, Where, Contact Information
2. Only AMATYC and AMATYC affiliate meetings are included in the Calendar. Related meetings can be posted on the website.
3. When an affiliate elects a new president, please complete the “Change an Affiliate President” online form.
4. The tentative schedule for the Focus on Affiliates is:

- January even years: Central Region
 - April even years: Mid-Atlantic Region
 - August even years: Midwest Region
 - October even years: Northeast Region
 - January odd years: Northwest Region
 - April odd years: Southeast Region
 - August odd years: Southwest Region
 - October odd years: West Region
5. Suggestions for Focus on Affiliates articles:
- What activities are happening in the affiliate? Examples include conferences, speakers' bureaus, and contests.
 - How is the affiliate increasing its membership?
 - What is the structure of an affiliate conference?
 - Is there a registration fee?
 - Is it a one-day or two-day conference?
 - What time of year is the conference?
 - Is it in conjunction with any other professional organizations?
 - Is there a keynote speaker?
 - How does the affiliate leadership stay in touch with members?
 - Are they proposing any changes to their affiliate?
 - How does the affiliate elect officers?

Vice Presidents will be given the opportunity to proof the 2nd draft of the newsletter. Please proof your articles and calendar submissions carefully.