

# ***the Grapevine***

## **Submission Guidelines**

*the Grapevine* reports on Society conventions, conferences and chapter meetings and also includes news of member achievements, awards, distinctions, anniversaries and deaths. *the Grapevine* also publishes regular articles on investments, family assistance, insurance and health programs. Society members may submit Letters to the Editor, Member News, A to Z Chapter Notes, Obituaries and Anniversaries, and other articles subject to approval by the editor. See the Web site [www.socxfbi.org](http://www.socxfbi.org) for obituary and chapter report online submission forms.

### **To Submit —**

**Online at** [www.socxfbi.org](http://www.socxfbi.org)

**E-mail to** [grapevine@socxfbi.org](mailto:grapevine@socxfbi.org) with type of submission noted in the subject line or

**Postal Mail to Editor, 3717 Fettle Park Drive, Dumfries, VA 22025.**

### **Deadlines:**

*(The deadline is the fifth of the month unless that day is a weekend or a holiday, in which case the deadline is the next business day following the fifth. Anything received at the Grapevine after the deadline will be considered for the next issue.)*

<b>Issue</b>	<b>Deadline</b>
<u>Winter Issue (Jan/Feb)</u>	<u>Jan. 5</u>
<u>March</u>	<u>Feb. 5</u>
<u>April</u>	<u>March 5</u>
<u>May</u>	<u>April 5</u>
<u>June</u>	<u>May 5</u>
<u>Summer Issue (July/Aug)</u>	<u>July 5</u>
<u>September</u>	<u>Aug. 5</u>
<u>October</u>	<u>Sept. 5</u>
<u>November</u>	<u>Oct. 5</u>
<u>December</u>	<u>Nov. 5</u>

**Format:** Submissions should be typed whenever possible. Handwritten copy is difficult to read. E-mail or on-line submissions are preferred, and articles may be sent either as an attachment, or pasted directly into the body of the e-mail. Please do not send unusual attachments; a simple document attachment (.doc, .rtf or .txt) ensures that the article can be opened and read by the editor.

### **Special Theme issues:**

January/February — National Conference promotion  
March — Your Second Career  
July/August — Society Volunteers  
September — Former Agents of the FBI Foundation  
October — New Society Leadership  
November — Conference review

**General Guidelines:** When reporting on meetings, events or member news, please include full, correctly spelled names, date, time and purpose of the event, and the names and titles of all guests and speakers. Helpful information includes the chapter affiliation and dates of service for members in the news. Try to keep news items to between two and five paragraphs in length.

**Letters to the Editor:** Please keep letters short and include a home phone number or e-mail address so that the editor can confirm information if necessary. Please remember that *the Grapevine* avoids controversial issues and criticism or implied criticism of Society members or of the FBI.

**Photographs:** Photographs are important to *the Grapevine*. An article accompanied by photos is more likely to be accepted for publication. Photographs should be of the highest quality possible. Both photographic prints and digital photos are acceptable. Please set your digital camera to its BEST resolution before taking the photographs. (This is usually accomplished through the MENU button on the back of the camera.) Photographic prints sent to *the Grapevine* office will not be returned unless accompanied by a return envelope. Please include full names for all people depicted in the photographs. And please, get up close and personal with your subjects! It is better to submit several photos of smaller groups, rather than one photo of a large group. Make sure that all faces are turned toward the camera and that the subjects are centered in the photograph.

**Inside Front Cover:** Occasionally, *the Grapevine* chooses a chapter to highlight on the inside front cover with color photos and a story. The decision rests solely with the editor and is based on the number and quality of photos available, and the interest of the story. The better the story and photos, the better chance a chapter will have of being highlighted.

**Accomplishments and Awards:** *the Grapevine* tries to include significant awards, honors and achievements of members and their families. These include: professional awards, academic accomplishments, sports, and religious or community awards. This also includes book publication announcements, unusual adventures and other news of interest to the Society membership. Please send your brief announcements with details (who, what, when, where and how!) along with quality photographs by e-mail (preferred) or postal mail.

**Anniversaries:** To honor marriages of 50 or more years (in five-year increments), *the Grapevine* publishes a short article with “then and now” photos of the couple. Anniversaries after the 60<sup>th</sup> will be published for any year thereafter. Please remember when sending in an anniversary announcement to include: a wedding photograph and a photograph from the anniversary celebration (or a recent photo), the names of family members, date and place of the wedding, date and place of the anniversary celebration, and a summary of the accomplishments and interests of both spouses. If necessary, use a previous announcement from *the Grapevine* as a guide to writing your announcement. Please enclose an addressed envelope if you would like your photos returned.

**Obituaries:** With nearly 8,000 members of the Society, obituaries are a main feature of the magazine. To ensure a complete obituary please download and use the obituary form that is found on the Web site. Also enclose a recent photo of the deceased and, if possible, a clipping of a newspaper obituary. Please include as much FBI service information as possible, as this is not normally listed in a newspaper obituary. Enclose an addressed envelope for return of photographs.

**Contacting the Grapevine Staff:** We want to hear from you and will answer your phone calls and e-mail messages as soon as we can.

Phone: (703) 445-0026

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