

# *the Grapevine*

## Submission Guidelines

*the Grapevine* reports on Society conferences, chapter meetings, news of member achievements, awards, distinctions, anniversaries and deaths. *The Grapevine* also publishes regular columns on investments, history, travel, as well as features and letters from our Society President and Foundation Chair. Society members may submit Letters to the Editor, Member News, A to Z Chapter Notes, Obituaries, Anniversaries and other articles subject to approval by the Editor. There are on-line submission forms for obituaries, chapter notes and other general submissions on our website at [www.socxfbi.org](http://www.socxfbi.org). We want to hear from you!

### To make a submission:

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

E-mail to [grapevine@socxfbi.org](mailto:grapevine@socxfbi.org) with type of submission in the subject line. If it is Chapter Notes, please include the name of the chapter in the subject line as well. When we receive your email, we will confirm that we have received your submission.

Postal Mail to Editor, Society of Former Special Agents of the FBI, 3717 Fettle Park Drive, Dumfries, VA 22025

### Deadlines:

The deadline is the fifth of the month before the month of publication. If the fifth falls on a weekend or holiday, the deadline will be the next business day. Anything received at *the Grapevine* after the deadline will be considered for the next issue.

Winter Issue (Jan/Feb)	Jan. 5
March	Feb. 5
April	March 5
May	April 5
June	May 5
July	June 5
August	July 5
September/October	Sept. 5
November	Oct. 5
December	Nov. 5

**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. We would prefer Word documents, rather than pdfs, in case we need to make minor edits.

**General Guidelines:** When reporting on meetings, events or member news, please include full, correctly spelled names, date, purpose of the event and the names and titles of all the 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.

**Chapter Notes:** Please include the name of the chapter in the e-mail subject line. Also, please limit the number of photographs per submission to up to six. In this way, the chapter will have more control over which photos will be published. We try as much as possible to include all of the photos, but sometimes there are space constraints.

**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.

**Letters to the Editor:** Please keep letters short and include a home phone number or e-mail address so 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 of the 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.

**Accomplishments:** *the Grapevine* tries to include significant awards, honors and achievements of our 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 and Awards:** 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 website. 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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