

the Grapevine Policy

the Grapevine reports on Society conferences, chapter meetings, news of member achievements, awards, distinctions, anniversaries and deaths, as well as matters relating to the Former Agents of the FBI Foundation. *the Grapevine* also publishes regular columns on investments, history (seasonally), travel, letters from the Society President and Foundation Chair and special features on other FBI-related events and memorial services. Society members may contribute items of Member News, Chapter Notes, Obituaries, Anniversaries and other articles which may be published, subject to approval by the Editor. Items may be submitted on the Society website (www.socxfbi.org), through email to grapevine@socxfbi.org and through snail mail at *the Grapevine*, Society of Former Special Agents of the FBI, 3717 Fettle Park Drive, Dumfries, VA 22025.

Deadlines: The deadline for each issue 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)	January 5
March	February 5
April	March 5
May	April 5
June	May 5
July	June 5
August	July 5
Conference issue (Sept/Oct)	September 5
November	October 5
December	November 5

Format

Submissions should be typed whenever possible as handwritten copy is difficult to read. E-mail or on-line submissions are preferred. Articles may be sent either as an attachment or pasted directly into the body of an email. Word documents are preferred, rather than pdfs, in case minor edits are required.

Photos

Photo prints and digital photos are accepted. Please save digital photos as the largest possible size, preferably close to 1-5 MB. The photos may look good on social media and the web, but may not have enough resolution for print. Please set your digital camera to its BEST resolution before taking the photos or send as the largest possible size directly from a cell phone. The Society's internet provider allows acceptance of attachments up to 20 MB per email, so please group the photos in a few separate emails. If the file size is too large the email will not be received and, an error message will not be sent to either you or to *the Grapevine* staff. Please follow up with *the Grapevine* staff if you have not received a confirmation within 24 hours.

Regular Columns

the Grapevine has regular columns from the Society President, Foundation Chairman, a financial planner, a travel planner and a history article contributor. The history column is published seasonally (four times a year) and is coordinated by Society Historian Ray Batvinis with approval from the Executive Editor. *the Grapevine* publishes articles about large FBI cases of historical significance, which have had some impact on the history of law enforcement or on society at large. These articles must be written from an overall historical perspective and not be written as personal reminiscences of cases. If possible, the publication of these cases are coordinated

with significant anniversaries of these cases, i.e., the 50th anniversary of the assassination of Martin Luther King.

Submitted Material

The Society reserves the right to make publication decisions based on policy, volume of material in the issues, and other relevant issues. Material submitted for *the Grapevine* may be posted on the Society web site as an alternative to Grapevine publication, or may not be published at all, as deemed appropriate by the Grapevine staff.

Chapter Notes

Chapters may submit summaries of their meetings or luncheons on a monthly basis. If the chapter has a guest speaker, short summaries of the presentation are encouraged. Please include the name of the chapter in the email subject line and limit the number of photos per submission to six. In this way, the chapter will have more control over which photos will be published. Efforts are made to include all of the photos subject to space considerations. Chapters are encouraged to submit information on a timely basis to avoid publishing reports which are older than three months. (Maximum text 500 words or less depending on number of photos)

Inside Front and Back Covers

Occasionally, *the Grapevine* chooses a chapter or member to highlight on the inside front or back covers with color photos and a story. The decision rests solely on *the Grapevine* staff and is based on the number and quality of photos available and the interest of the story. (Maximum text 500 words depending on number of photos)

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 60th will be published for any year thereafter. Please remember when sending in an anniversary announcement to include a wedding photo, a photo from the anniversary celebration or a recent photo, the names of family members, date and place of wedding, date and place of the anniversary celebration and a summary of the accomplishments and interests of both spouses. (Maximum text 500 words and two photos)

Member News

Member News may include significant awards, honors and achievements of our members and their families. These include: professional awards, academic accomplishments, sports and religious or community awards, unusual adventures and other news of interest to the Society membership. (Maximum text 300 words with one photograph)

Member Publications

the Grapevine publishes notices of members’ newly-published books. These listings are not an endorsement of the book by the Society. For each announcement, please include a summary of the book and a high resolution photo of the book cover (1-2mb). If the book relates to the FBI, a copy of the FBI pre-publication approval letter must be submitted with the summary and photo. (Maximum text 300 words)

Member Business Affiliations

the Grapevine publishes articles from members who list their business affiliation. The publication of these articles are not an endorsement of their businesses or services provided.

Obituaries

Regular and Associate members and their spouses who are current with their dues may have their obituaries published in *the Grapevine*. Other members of the FBI Family (non-member Special Agents and former support employees) may have a notice published in our In Memory Of section. Please download the obituary form located on the Society website. Please include a recent photo of the deceased and let us know if you would like us to return it. Please include as much FBI service information as possible. (Maximum text 500 words)

Complimentary Copies

The Society will furnish five free copies of *the Grapevine* containing an obituary to survivors. The Society will also furnish five free copies of *the Grapevine* to those celebrating a wedding anniversary which is published in *the Grapevine*. Additional copies are \$5.

Grapevine Staff Contact Information

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