Introduction

Our newsletter committee works a little bit different than the other committees. Our sole function is to facilitate production of our organization’s publication. This is issued three times each year:

- Winter (January)
- Spring (May)
- Summer/Fall (September)

The only way the newsletter is successful is if members of WWA provide articles and advertisements to fill the pages. The newsletter is “of the members, by the members, for the members!”

Top Goal/Challenge for 2013

Our top goal is always to timely publish three issues each year. This happens to be the top challenge as well! With the support of all of you, we’ve been very successful in publishing the newsletter close to our target date. To ensure this happens, we strive for good communication with committee chairs and vice-chairs. We want to make sure the deadline for articles is clearly communicated with everyone that may be interested in submitting an article. We also want to be flexible enough to accommodate contributors that cannot make the deadline for various reasons. One example is a seminar that is scheduled a week or two after the deadline. If we know by the deadline that the committee would like to submit an article about the seminar, we can save space.

Just Sayin’

Just like any other committee, we’re all volunteers. There are things that you can do in submitting an article to streamline the processing step. None of the items below should discourage anyone from submitting an article, but if you are able to format your submissions as follows, we will be able to concentrate more on proofreading the articles and less on formatting the articles.


Body - Times New Roman, 10 pt., justified

Article Title - Arial Narrow, Bold, 21 pt.

Body - Times New Roman, 10 pt., justified

Subheadings within the articles should be bold and blue, left justified.

- Bullets should be the water drop symbol, Blue in color.

Photo locations should be described with <<Photo: file name.jpeg>> Caption: This is the caption.

Photos should be sent as separate high quality image files.

Other instructions to editor/printer should be in Red Text at the end of the article.

A note about the author can be included: Blue Box Text: followed by the text you want included at the end of the article.

Websites should be italicized and underlined: www.awebiste.com Phone numbers should be formatted 555-555-1212.

The symbol used at the end of the article is a blue water drop. ♦

The blue color is Red 79, Green 129, and Blue 189.

We want your articles, even if you are not able to format as listed above. Please don’t let anything keep you from contributing! You all have something worthy of sharing with the membership!

Thank you! We appreciate all of your contributions!

updated February 6, 2013