

Guidelines for Submitting Articles to the Virginia *Vision*

(Revised June 2015, Leslie Vandivere)

The Virginia *Vision*, state newsletter of AAUW of Virginia, is published three times a year. The deadlines are September 15, January 15 and May 15.

- Keep **news or board member articles** to no more than 350 words.
- Keep **branch articles** to 250 words or fewer. We will print longer articles if there is room, but the longer articles will be cut to fit, if necessary.
- When submitting more than one article, prioritize. Likewise, in long articles (especially ones with many bullets, examples, or questions and answers, etc.) indicate which items are MOST important. If an article needs to be shortened, we would rather cut material that you think is optional rather than material we think is optional.
- **Send photos whenever possible, especially for branch articles.**
- When submitting photos please include captions, identifying the activity and individuals pictured.
- For anything out of the ordinary in terms of format (e.g., complicated charts) send with more lead-time or call for advice before sending material.
- Submit material via an email attachment.
- Submit material before the appropriate deadline if possible.
- When emailing an attachment please clearly mark the subject line with branch name and indicate as being for the *Vision*.
- Please sign article with name, office, date, phone, email address.

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