

Guidelines for Submitting Board and Branch Articles to the Virginia *Vision*

(Revised August 2018)

The Virginia *Vision*, state newsletter of AAUW of Virginia, is published three times a year – Fall, Winter/Spring, Summer. The respective deadlines are September 15, January 15, and May 15.

- **Keep news or board member articles to no more than 350 words.**
- A branch is welcome to submit articles for any or all of the *Visions*, highlighting upcoming events that the branch wishes to showcase or to invite others to attend. In a subsequent edition, the branch can describe the details of the event/activity; or highlight an event/ not previously included in a *Vision*.
- **Keep branch articles to 150 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 longer articles, prioritize. 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.
- **Articles should be submitted in Word. Articles sent in formats that cannot be edited will be returned. NO PDF FILES FOR TEXT OR PHOTOS.**
- Send photos whenever possible, especially for branch articles.
- **When submitting photos please include captions, identifying the activity and individuals pictured as well as the person who took the photo.**
- **Please send photos as email attachments in JPG or PNG file format.**
- **When downloading or sending photos from your phone or camera, choose the biggest size. The bigger the file size and the higher the resolution, the better.**
- **For more detailed information on photos:**
<https://www.aauw.org/resource/quality-photos-for-print/>
- 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.
- **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.**
- You may submit material before the appropriate deadline if possible.

Email to:

Mary Anne Graham, Copy Editor, at maryannegraham@comcast.net and copy Patsy Quick, VP for Communications at pnquick@cox.net

If you do not receive confirmation that your article has been received by the Copy Editor within 48 hours of submission, please contact her by email or phone. Mary Anne's phone number is 540/338-7738.