

Guidelines for Submitting Articles to News and Views And Regional and Chapter Newsletters

Prepared by Publications and Policy Review Committee and News and Views
Review Committee – Revised February 2005

As outlined in FEW's National Policy and Procedures Manual, Publications Section, FEW's policy on publications is that "All publications produced by or in the name of Federally Employed Women must be consistent with organizational policies and quality standards, in terms of both content and appearance."

This document has been prepared as guidance/information for FEW Regions/Chapters/Members who issue newsletters under FEW's logo, and those wishing to publish in FEW's newsletter, *News and Views*. It is intended to serve as a tool and to outline requirements/information for use in preparing and submitting articles for consideration for publication in FEW's *News and Views*:

1. Articles submitted must not contain "Personal" opinions on sensitive issues such as political affiliations or positions, abortion, sexual orientation, etc. Op-ed/editorial items should be written as an individual opinion and the person should not use their FEW position in the byline. Public statements must support FEW's position on issues and must respect FEW's non-partisan status as an organization.
2. Articles should try to "tell a story" rather than just state facts if the story lends itself to that. Also, add interest to the story by adding "quotes" in an article.
3. Articles submitted should keep the story or article in the same tense unless it is just absolutely not possible.
4. Articles submitted about events should be written as if they have already taken place if they will occur the month the News and Views will be issued. For example, if you submit something the 1st of September, and talk about an upcoming event in mid-September - but the paper does not come out until the end of September, it is now in the past. As you tell the story, try not to repeat, but to let one paragraph build on the last one, etc.
5. Articles containing quotes from other periodicals must respect copyright laws. Review articles and get permission from the author, or if no exceptions noted, list the source and be specific where it is being quoted from. It is also imperative that if an article paraphrases or quotes from another article, it is noted correctly with the title of the publication, date, volume and author's name.
6. Articles submitted from internet must be rewritten in submitter's own words OR permission to reprint obtained from original author and sent to editor. Do not submit clip art if copyright laws are not followed.
7. Length of articles (except NTP and President) must be not more than 400 to 500 words. Articles that exceed this length will be edited down or rejected. Articles will not be rewritten for submitter; if not in correct format

- of an article, it will be rejected.
8. Pictures must be no larger than 45-50kb in file size, and will usually be printed so as to occupy approximately 2 square inches of space. One picture per article only.
 9. Deadline for receipt of articles will be strictly adhered to - articles are due by the first of the month of issuance. Submit articles to Submissions Coordinator for review. The Editor will consider printing articles received by the 10th of the publishing month. Articles received after the 10th will be printed in the next issue – no exceptions.
 10. The Editor will try to use all articles but reserves the right not to publish if the content is not appropriate for national newsletter, the current issue has reached its capacity (the goal is not to exceed 8 pages), and the article will be irrelevant in the next issue. (Unlikely scenarios but the Editor should have this right)
 11. All submitted articles should be reviewed for spelling accuracy. Proper names should be checked for proper spelling prior to submission.
 12. News and Views is issued bi-monthly.

We all have the good of FEW in mind as we work together daily toward our goals. With your cooperation, News & Views, regional and chapter newsletters, along with other FEW publications will continue to positively and professionally represent our organization.

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