

Writing your article

Include the journalistic 5 Ws: What? Who? Where? When? Why? And sometimes How? Please keep committee articles to 350 words or, preferably, fewer. Announcements should be no more than half a column (150 words). Nonessential parts of articles will be edited to make room for additional articles.

Since people other than committee members may read your article, find a way to tell readers how the info applies to them. And don't assume that everyone knows the abbreviations and acronyms that your committee uses.

Since headlines are set in a larger font, the longer your headline, the shorter your article can be.

To keep articles concise, please organize your thoughts. What's most important? How much of what you're saying is your mind processing your ideas, and how much is vital to the article?

Remember that this is a newsletter, not a magazine. Not many people are going to be interested in the innermost workings of your committee. Put the most important information first, then supporting thoughts. If the editors has to cut the length of your article, they can then omit the last sentence or last paragraph without losing crucial data.

Formatting

Any formatting you do makes more work for the editors and makes them crankier than usual. Please understand that the first thing the editors do it to strip off almost all of the formatting of any article that is sent to them. We must do this because the software we use to generate the newsletter has limited capabilities. In general, send articles as plain text. The easiest way is to type your article directly into your email or to cut and paste it from your word processor into your email. Do not send forwarded emails as the process breaks lines of text and insert characters that have to be removed.

The editors will format articles during the layout process. Beyond punctuating and putting a hard return at the end of each paragraph, don't do any formatting. Do not center, bold, indent, italicize, underline, etc. Don't use tabs and spaces to format your document. Don't put your headline in all caps.

Submitting

Send your articles via email to newsletter@huuf.org. Submissions must be received on or before the 20th of each month at 5:00 p.m. No exceptions without prior approval. I will respond that I have received your article. If you do not receive such a response by the deadline day, assume that your message has not been received and send it again. Hard copy cannot be accepted. Neither can .pdf and .pages files. Most other formats can be accepted but text, .rtf, .doc, and .docx are preferred.

Please sign your article. Anonymous articles are not accepted.

Editing

An editor edits. Please do not think that your article will necessarily go in as written. The usual reasons to edit are punctuation (especially excess commas) and length, but sometimes cohesion and logic require fine-tuning. Edited articles will not be returned for comment because there are only a few days between the deadline and the time the newsletter must be submitted to the printer. We edit everyone, no exceptions, so please try not to take it personally.