

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 verbiage 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. 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 editor has to cut the length of your article, he can then omit the last sentence or last paragraph without losing crucial data.

Please omit trite phrases such as "mark your calendar" or "see you there."

Formatting

Don't abbreviate words that I must then spell out as I may not know what the abbreviation means.

Any formatting you do makes more work for the editor and makes him crankier than usual. **The editor's job is to format articles during the layout process. Beyond punctuating and putting one hard return at the end of each paragraph (and only at the end of each paragraph), don't do any formatting. Do not use tabs, center, bold, indent, italicize, underline, etc.** Don't put anything in all caps or any other unusual font. All articles will be translated to the standard style of the newsletter including the standard font and type size, no exceptions. Also, do not capitalize at random or put words in quotations marks unless it is a quotation or a title.

Submitting

Send your articles via email to newsletter@huuf.org. I will respond that I have received your article. If you do not receive such a response within 24 hours, assume that your message has not been received and send again.

Sending articles in plain text is the preferred way. 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. While I can accept attached articles in standard word processor formats, I will, in general, extract the text and remove all formatting.

Do not send forwarded emails. Hard copy is absolutely **not** accepted. Neither are .pdf files or any other format in which the text is not easily extractable. Graphics should be sent as attachments in .jpg format. Graphics embedded in word processor documents cannot be used.

Please sign your article. Anonymous articles are not accepted. Submissions must be received on or before 5 p.m. on the 20th of each month. No exceptions. The newsletter is not published in July.

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 I have only a few hours between the deadline and the time I must get the newsletter to the printer.

I edit everybody, so please don't take it personally.

Thanks.
Stephen Sottong