

## **HUUF Newsletter Guidelines: December, 2022**

Thank you for your interest in contributing to the HUUF Newsletter! The newsletter relies on your ideas and work. We appreciate that you are reading these simple guidelines.

### **Writing your article**

Include the journalistic five Ws: who, what, when, where, and why. (And sometimes: how). Please keep articles on committee meetings to 350 words or less. Announcements should be no more than 150 words. Remember that people other than committee members may read your article, so find a way to tell readers how what you're saying applies to them.

To keep articles concise, organize your thoughts. What's most important? Put essential information first, then supporting thoughts. If a newsletter issue faces space constraints and your article must be cut in length, the last sentence or last paragraph can be cut without losing crucial data.

Be careful about using abbreviations as not everyone may know what you're talking about.

Articles may be edited for length, grammar and spelling, and sometimes cohesion and logic. We cannot guarantee that editing changes can be cleared by you due to the short lead time prior to printing the newsletter.

### **Formatting**

Other than pressing "return" to establish paragraphs, the less formatting you do on your article, the better. This is because part of the editor's job is to format articles during the design/layout process. When you add formatting such as underlining, boldface, all-caps, center justification, and bullet points, it can add time to the editor's job, part of which is to maintain a consistent style for the newsletter.

## **Submitting**

Send your articles via email to [newsletter@huuf.org](mailto:newsletter@huuf.org). You may send articles in plain text typed or pasted into the email message. You can also send word processed articles as attachments, provided they have not been exported into PDF or other formats from which the text can't easily be extracted and edited.

Graphics are welcome contributions but there's no guarantee they will be used. Send graphics as attachments in .jpg format. Graphics embedded in word processed documents cannot be used.

Remember to sign your article. Submissions must be received by 5:00 p.m. on the 20<sup>th</sup> of each month, except July. There is no August issue of the newsletter.

Thank you again for your interest in contributing to the HUUF Newsletter!