

# Guidelines for Input to the LearningQUEST Newsletter

## February 2018

### Content:

- Each article should be brief and to the point (100 words or less) except in exceptional circumstances. Important information can also be posted on our website or web server, making it easy to support a “More information” hot link where complete details are available.
- Article content should be in a form that can be easily pasted into the newsletter. For example, do not send this request:
  - Please add an article reminding everyone about the xxx eventInstead, send this
  - “Reminder: Don’t forget the xxx event on Monday, June 16 9-11AM at the Main Library Room AB”
- Articles should always use the official name “LearningQUEST”; abbreviations can be used if there are several occurrences within the context.
- Avoid use of first person.
- Avoid underlining since in electronic communications, it is reserved for hyperlinks (e.g. email, web links)
- Include contact info (phone/email) in case of questions
- Articles will not be repeated from week to week unless an explicit request is sent. Generally, a new article should be received (and varied a bit) each week to help assure that it will be read.
- Suggested graphics may be submitted with the input. However, the submitter MUST verify that we have permission to use the photo in our newsletter.

### Who can submit articles?

Articles would be accepted from

- LQ Board members and committee chairs or their designees
- Coordinators of programs listed in the catalog
- Member Enrichment Event (MEE) leads

### Submission Timeline

Article input should be submitted to [LQnewsinput@gmail.com](mailto:LQnewsinput@gmail.com) before Wednesday noon each week in order to be included in that week’s edition. If this target is not met, there are no guarantees that the article will be included in that week’s newsletter.

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