

## **Guidelines for Input to the LearningQUEST Newsletter**

### **Revised March 2024**

#### **Content:**

- Each article should be brief and to the point (100 words or less) except in exceptional circumstances. A "More information" hot link may be used where complete details are needed.
- Consistent with LearningQUEST's External Sales and Donations Policy, E/News articles cannot include promotions for functions external to LearningQUEST. Any exceptions require approval by the Board of Directors.
- 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 event". Instead, 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 are okay if there are several occurrences within the context.
- Avoid the use of first person.
- Avoid underlining since, in electronic communications, it is reserved for hyperlinks(e.g.email, web links)
- Articles should generally include contact info (phone/email) in case of questions. • Articles will not be repeated from week to week unless explicitly requested - a new article should be received (and varied a bit) each week to assure that it will be read • Suggested graphics or photos may be submitted but should be sent separately from the input since they have to be uploaded individually to Constant Contact. However, the submitter MUST verify permission for use in the newsletter.
- Articles should include the name of the person submitting and their title.

Examples:

Submitted by: Jane Doe, Membership Committee Chair

Submitted by: Jim Doe, PDC Communications Liaison

Submitted by: John Doe, Operations Manager

Submitted by: John Doe, Board Member

#### **Who can submit articles?**

LQ Board members, Operations Mgr, Registrar, Scheduling Lead & committee chairs (or their designees)

Coordinators of programs listed in the catalog and charter trips from the Development Committee, Member Enrichment Event (MEE) leads

Designated HMCPL PR representative (one article per week)

#### **Submission Timeline**

Article input should be emailed to [newsinput@lquest.org](mailto:newsinput@lquest.org) 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.