

CRD *Dispatch*



Article Submission Guidelines

- 500 - 600 words; 500 words preferred.
- Single spaced in Microsoft Word, Times New Roman 12 point font.
- No special fonts, formatting, emphasized text, or embedded pictures.
- Photos may be included with article. See photo information for details.
- You do not need to be a CRD member to submit an article.
- Articles received after deadline will not be published.
- Query emails or calls to the Editor are encouraged (but not required) prior to submitting an article for consideration.
- Articles are subject to review by *Dispatch* editor, Laurie McQuay-Peninger.
Email: mcquay-peninger_laurel@smc.edu

Article Tips

- **Items received after the published deadline will not be printed.**
- **Do NOT submit a News/Press Release.**
 - *News/Press Releases will NOT be printed. Dispatch* does NOT accept press releases from the college PR office under any circumstances.
- **News Release type information – such as new personnel, new grants, awards, donations, gifts, etc -- should be condensed to one paragraph and submitted on a Campus Connection Form (see page 2).**

• You may be asked to revise or shorten your article by a specific date in order for it to be published. If it is not revised and resubmitted in a timely fashion, it will not be printed.

- Keep the audience in mind.

Dispatch is read by fundraising professionals across the nation including those in grants and development, alumni, foundation, institutional effectiveness, college vice presidents & presidents.

- Review the deadline, theme, and previous issues of *Dispatch* prior to submitting articles to better understand the audience and types of articles published.
- Feel free to contact the editor to discuss possible articles. It is possible that someone could be writing an article related to your topic. A listing of potential articles and authors is maintained for each issue to estimate space and ensure adequate and appropriate coverage.
- Remember that articles are chosen based on topic, audience appeal and information, space, and professionalism.

Photos

- A head/shoulder photo of the author of an article is requested. Title the photo with the person's name as it should be printed.
- Photos that pertain to the article are also encouraged.
- A caption for article photos should be noted either at the end of the article submitted or in the email text.
- All photos should be clear. 600 DPI or higher preferred.
- Do not copy a photo from a website or other source.
- Do not zip photos together in a file.
- Photos are subject to review by *Dispatch* Editor.

Campus Connections (formerly kudos)

- All items for Campus Connections should be on the form. The form should be complete. College name and region is essential.
- If information is not submitted on the form and/or the form is not complete, it will NOT be printed.
- Space is limited. If multiple and/or lengthy information is submitted, it will be shortened or cut. It is impossible to print every single gift and donation, the largest and most important are priority.
- Read the Campus Connections section. Try to follow the format you see printed when typing your form.
- Campus Connections are subject to review by *Dispatch* Assistant Editor.
- Email the form to the Assistant Editor, Janet Decker as an attachment:
janet.decker@bsc.nodak.edu.

How to Submit

- Email the article for consideration and any photos to the Editor as email attachments. Do not zip files. Do NOT copy the text in the email.
- Please include your name, title, institution, state, email address with your submission.
- Email Campus Connections to the Assistant Editor as an attachment. Do NOT copy the text in your email.

Publication Schedule

NLT = Not Later Than Theme	WINTER 2010 <i>Student/Faculty Engagement</i>	SPRING/SUMMER 2010 <i>Global Citizenship & International Education</i>	FALL 2010 <i>Presidential Issue</i>
Articles DUE to Editor	30-Oct-2009	15-Feb-2010	15-Jun-2010
Ads due to CRD National Office	30-Oct-2009	15-Feb-2010	15-Jun-2010
Mail Date	NLT 21-Jan-2010	NLT 1-Apr-2010	NLT 15-Aug-2010