

To: All Lambda State Officers and Committee Chairs



From: Pat DeWitt, *Newscaster* Editor
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Re: Articles for *Newscaster*

Deadline Dates:

- **One copy to the *State President* which she will forward, upon approval, to the *State Newscaster Editor*.**
- **Send “early” to meet State Editor’s due dates: July 15, October 15, January 15, April 15.**

Please include:

- Committee Name
- Position of person submitting the news (Committee Chair or Member)
- Clever Title of Article
- Statement of Permission-to-Post

Format:

- Articles should be typed using **regular Arial, size 10, single spaced** and **proofread** before they are sent to the president. **Check for correct spelling, capitalization, punctuation, and grammar.**
- **Be concise.** Remember your audience. The *Newscaster* is sent to all members of Lambda State, to other State Presidents and editors, to International Officers and International Committee Chairs.
- Try to eliminate forms of “to be.” **Use active verbs rather than passive verbs.**
- **Limit your article**, trying to keep it between 150-200 words or less.

Certain committees will need to write articles for specific issues of the *Newscaster*, such as Women in the Arts encouraging members to attend the Creative Arts Retreat in both the summer and fall issues. As chairperson, you should not be expected to write all the articles your committee submits, but it is your responsibility to make sure a member of your committee has submitted the important information in a timely manner.

Please keep a file (electronic or paper) of the written “Permissions to Post” form found on the Lambda State Website for ALL members, speakers, guests, or business establishments where meetings take place. A statement saying you have a file containing Permission-to-Post for photos containing people and business that are mentioned in your article need to be sent electronically to the *Newscaster* Editor to keep on file.

Process:

Articles are approved by the president and edited by the president and *Newscaster* editor as deemed necessary. It is important to keep the articles interesting, succinct, and informative. Please type using a paragraph form. **The editor will choose the formatting that best fits the printed page of the *Newscaster*.**

The *Newscaster* is an important means of communication with Lambda State members. Committees should use this means to keep members informed of their work, goals, and accomplishments. Committee chairs should provide those members writing articles with a copy of this information.