



**To: Illinois State Organization Officers and Committee Chairs  
& Chapter Presidents and Communication Committee Chairs**  
**From: Dr. Kammie Richter, Editor, [dkgilso.editor@gmail.com](mailto:dkgilso.editor@gmail.com)**  
**Re: *The Newscaster* requirements**  
**Date: June 2021**

### **THOSE WHO WILL SEND ARTICLES, WHERE THEY WILL SEND THEM, AND DUE DATES**

- ◆ State officers and committee chairs should send a copy of their article to the state president, Bev Johns, [pres.lambda.ilstate@gmail.com](mailto:pres.lambda.ilstate@gmail.com), and on July 1 will be Dr. Joan Rog, [storm2457@att.net](mailto:storm2457@att.net). The president will approve the article and will email it to me.
- ◆ Chapter presidents OR chapter communication chairs will send their article directly to me.
- ◆ If someone sends in a Coordinating Council article, label the submission as such including the chapters involved so I know where to insert the article.
- ◆ Due dates are January 15, April 15, July 15, and October 15. You are not required to submit an article for each issue, but state committee chairs may be asked to share information about meetings and upcoming events.

### **CHECKLIST OF EIGHT REQUIREMENTS FOR YOUR ARTICLE**

- \_\_\_\_\_ Please use Rockwell size 11 font.
- \_\_\_\_\_ Your article should be concise and contain action verbs. The articles should include exciting new activities you want to share with other state members.
- \_\_\_\_\_ Decide upon one person from your committee or chapter to send in one article.
- \_\_\_\_\_ Write in third person and make sure you have already checked for punctuation, spelling, capitalization, and grammar. There is an automatic editor featured on the newer editions of Microsoft Word on the top right side of the taskbar.
- \_\_\_\_\_ Make sure to include your name in case there are any questions and send the article as an attachment. Do not send the article in the body of the email.
- \_\_\_\_\_ Make sure you have attached photos as JPEGs (right click and save as a photo in the largest size possible so it will be a sharper image when printed). Photos should not be embedded into the body of your text or email but should be sent separately.
- \_\_\_\_\_ Each photo should be labeled with names.
- \_\_\_\_\_ The name of anyone mentioned or anyone pictured must have the Permission to Post forms on file with your chapter. This not only includes members, but business owners, guests, and speakers mentioned in your article. Please state in your email to me that you have checked and can verify you have permission on file for all of those mentioned or pictured.

### **NEW MEMBERS AND WHITE ROSE MEMBERS**

- ◆ You may send the names of newly inducted members along with their emails.
- ◆ You may send the names of deceased members only after you have checked other issues of *The Newscaster* to see if their name has already been listed.

### **VERY IMPORTANT INFORMATION REGARDING CONTACT INFORMATION**

- ◆ Changes to emails and address should be sent to me immediately so the members will continue to receive *The Newscaster*.
- ◆ Changes to emails and addresses should also be sent to our State Treasurer, Sharon Vinson, [sjvins4@gmail.com](mailto:sjvins4@gmail.com), and on July 1 will be Vicki Smith, [vlsteach@yahoo.com](mailto:vlsteach@yahoo.com).
- ◆ Changes to emails and addresses should be changed on the international website at [dkg.org](http://dkg.org). You will need your DKG member number to log in.