



Date: June 25, 2007
To: The 2007/2008 JLS Leadership Team
From: Alison Kessler, *The NOTES* Coordinator
Re: Submission Criteria and Deadlines

The following procedures have been developed to enhance the efficiency of the newsletter development and to ensure the highest quality of the printed pieces. Please review the submission criteria and deadlines carefully. Should you have any questions or concerns, contact me via email or phone. Thank you in advance for your cooperation. I look forward to working with each of you!

Regards,
Alison Kessler, The NOTES Coordinator
ahkessler@twcny.rr.com
315-449-1204 (h/o); 315-415-3533 (cell)

SUBMISSION CRITERIA:

All submissions must be provided:

- In Microsoft (MS) Word format as an email attachment or on a CD. If you do not have MS Word, you may send your content in the body of an email.
- In Times New Roman, font size 11, with minimal extra type treatment, i.e. bold, italic, etc. You may note any particular formatting or added emphasis you want applied to content such as boxing, etc.
- Free of spelling and grammatical errors. Please be sure to read through your article and run the spell check feature before submitting the content. Every effort will be made to keep submitted material in its original form. However, *The NOTES* coordinator may adjust the content for flow, style and grammar. As well, due to space availability, submissions may need to be edited for layout purposes.

SUBMISSION DEADLINES:

- The deadline for each issue is the **SECOND TUESDAY OF EVERY MONTH** as scheduled below.
- Submissions received after the deadline will be held for the next issue of *The NOTES*.
- Submission of assigned materials is the responsibility of each individual contributor. Refer to the Editorial Planning Calendar provided with this communication for responsible contributors.

ISSUE	SUBMISSION DEADLINE
Summer 2007	July 10
September 2007	August 14
October 2007	September 11
November 2007	October 9
December 2007	November 13
January 2008	December 11
February 2008	January 8
March 2008	February 12
April 2008	March 11
May 2008	April 8
June 2008	May 13