

Guidelines for Virginia Vision Material

Turn your material in before the deadline whenever possible. See **State Board Calendar: In the most recent issue of Vision** or at <http://www.aauwofva.org/Calendar.pdf>

Submit material via an e-mail attachment whenever possible. Please format in **Word, WordPerfect 12.0** or lower, or in ASCII text (please identify the software used). Material may also be submitted in print format or on a disk. If you submit your article on a disk, please include a printed copy. Label submitted disks with your name and telephone number and send in reinforced mailing container.

When you e-mail an attachment, or mail a printed copy and/or disk, please clearly mark the subject line, envelope, or cover page as being for the Vision.

Send to: **Nancy Morgan, Editor**
1025 N. George Mason Dr.
Arlington, VA 22205

Phone: 703/465-1245
Email:nhmorgan.va@gmail.com

Keep news or board member articles to no more than 350 words. Keep branch articles to 250 words or fewer. We will print longer articles if there is room, but the longer articles will be cut to fit if necessary.

If submitting more than one article, prioritize. Likewise, in long articles (especially ones with many bullets, examples, or questions and answers, etc.) indicate which items are MOST important. If I need to shorten an article, I would rather cut material that you think is optional rather than material I think is optional.

For anything out of the ordinary in terms of format (e.g., complicated charts) give me more lead-time or call for advice before sending your material to me.

I will scan typewritten material. Please do not send material with handwriting on it.

Photos are great for the Vision, especially for the branch articles. If submitting photos, be sure to include captions, legibly written, identifying the activity and individuals pictured. Please submit duplicates of original photos (I can't guarantee returns). Good quality digital photos are fine.

Obit Policy: We will have a column, "AAUW of Virginia Remembers," in the Summer Issue of the Vision. If you would like to honor a recently deceased branch member please submit her name, branch, and death notice.

Obits of AAUW of Virginia past elected state officers should include information about state offices held.

"Branches in Action" articles offer the opportunity for a branch president or designee to write anything pertinent in the past, present, or future, about her branch or branch members. Branches will be assigned to specific issues annually. See State Board Calendar: **In the most recent issue of Vision or at <http://www.aauwofva.org/Calendar.pdf>**

Promotion Policy: We will run promotions of branch projects, in addition to yearly "Branches in Action" articles, only if proceeds go entirely to AAUW, EF or LAF.

The Vision is also placed on the AAUW of Virginia web site at <http://www.aauwofva.org/vision>. Please identify information you do not want to appear on the web site, e.g., e-mail address, with each submitted article.

Thanks for your help!

Nancy H. Morgan, Vision Editor