



BLACKS IN GOVERNMENT
REGION XI COMMUNICATION COMMITTEE

January 3, 2011

Region XI Newsletter Guidelines

Theme: Developing Emerging Leaders

Creating Opportunities and Building on a Legacy

March 1st 2011

These guidelines are intended to provide some consistency for publishing articles and to make the process easier by setting forth some guidelines to help you express your ideas. You need not write a full length article to present a good idea. Many ideas that people can find useful can be presented in two to three paragraphs. This is perhaps the best purpose of the newsletter. Articles, letters, comments, and snippets are all welcome. Remember, the newsletter is put together for you, the Region XI Blacks In Government member. Accordingly, the more members that submit their ideas for publication, the more useful it is to everyone.

Articles must be post ready and include the following

- Article header\subject\title
- Paragraph describing event no more than 700 words or less unless you are providing a Featured article
- Submit the article in document format (.doc)
- Run spell check before submitting
- Attachments:
 - Please include web address if available
 - If your item contains graphics, please submit a separate copy of each graphic and be sure that each format has its proper filename extension (GIF, TIF, JPG, etc.). Bundle the graphics and the text in a .ZIP file and e-mail the single .ZIP file as an attachment
- Do not hyphenate words at the end of lines. Turn off hyphenation and let your word processor word wrap. Use hyphens only when required in a specific context.
- Contact information as it should appear in “Submitted By: Name , Title and Chapter”

******Emails will be returned to sender if not received in format above******

Submitting Articles

Please send all articles Communications Chair, Rochelle Bryant at Rochelle@eobdesigns.org At no time should any member attempt to send out information via the List serve without following the proper procedures. The newsletter submission deadline is **February 4th 2011**. Articles submitted after that date will not be used.

Goal of the Editor and Committee

The RXIC Communication Committee will attempt to display your ideas in the best possible light , we strive to achieve consistency in style and appearance of the newsletter. This makes you look good, and in turn, reflects favorably on the Region XI newsletter and the BIG Organization.

Sometimes minor corrections are necessary for the sake of clarity or consistency. Most of these are conventions of dates, times, use of capitalization, and so forth that make the publication more readable. Be sure to run your spell checker on your item before submitting it. Your grammar checker should be used to avoid gross grammatical errors, do not hesitate to reject suggestions when you are trying to present an idea in a specific context.

Please note: We only accept submissions from the original author of the articles or a publicist hired by the copyright owner to submit material here. By submitting material, you acknowledge that you are legally entitled to distribute the work and to allow it to be redistributed. We do not pay for articles, and do not accept articles that are primarily for advertisements.

Facebook

Did you know Blacks In Government is on Facebook? BIG has a fan page and has been on Facebook since the last NTC in Baltimore. Log into Facebook and search **Blacks-In-Government-BIG**

BIG Region XI Council
Communication Committee
Rochelle@eobdesigns.org
www.bigrxi.org