

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 *Newscaster* Editor at: dkg.pdewitt@gmail.com
Send "early" to meet *Newscaster* 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
- Send via e-mail or home address (**I prefer e-mail**)

Format:

- Articles should be **typed and proofread** before they are sent.
- Be concise. Remember your audience. The *Newscaster* is sent to all members of Lambda State, other State Presidents and editors, 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 do not submit articles for every issue of the *Newscaster*. At your committee meeting decide which issues you need to publicize the works of your committee and decide who will write and submit those articles.

Process:

Articles are edited as deemed necessary. It is important to keep the articles interesting, succinct, and informative.

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.