

Hello Everyone!!

Thanks for all making the SOP newsletter a great success this year! I appreciate all the articles you have sent to share with your colleagues. It has been my pleasure to compile the articles and help "Share our Progress" across the state.

As we look forward to next year, Merilee and I have discussed some things we can do to make the submission process easier and some guidelines that we would like to include as we continue working on this project together.

I will send a reply to your email when I receive your article so that you will know that it has been received. Also a reminder email will be sent to you before the submission deadline so that it doesn't sneak up on you.

Articles should be submitted **the 15th day of the month before publication.**

Submission Date	Publication Date
September 15, 2014	October 3, 2014
November 15, 2014	December 1, 2014
February 15, 2015	March 1, 2015
May 15, 2015	June 1, 2015

- **Submit articles in MSWord format** to sharingourprogress@gmail.com.
- **Provide articles that are 75-200 words in length.** People tend to scan rather than read in an online environment. Short, well-written and relevant articles will be more beneficial to the audience than longer ones.
- **Provide author's name** at the end of the article otherwise I credit the article to the person sending the email.
- **Submit graphics as JPGs or GIFs.** If you want graphics included in your article, you need to give me the JPG. Don't just embed it in Word.
- **Submit articles written by you or your staff:** We love seeing student work but have decided to encourage you to start your own student newsletter for your center.
- **Proof your article** Your article will appear in the newsletter as I receive it, I try not to add or take away from what you send.
- **Send articles any time.** You may send articles at any time during the year and I will include them in the next newsletter.

I look forward to hearing from you!

Thanks so much for all you do. If there is anything I can do to make this process easier for you, please let me know.