

Guidelines for Input to the LearningQUEST Newsletter

February 1, 2015

Content:

- Each article should be limited to 70 words except in exceptional circumstances. (Important information should also be posted on our website or web server, making it easy to support a “More information” hot link where complete details are available.)
- Article content should be in a form that can be easily pasted into the newsletter. For example, do not send this request:
 - Please add an article reminding everyone about the xxx eventInstead, send this
 - Please add - “Reminder: Don’t forget the xxx event on Monday, June 16 9-11AM at the Main Library Room AB”
- Articles should not use the shortened “LQ” but should always use the official name “LearningQUEST”
- Avoid use of first person.
- Avoid underlining since in electronic communications, it is reserved for hyperlinks (e.g. email, web links)
- Should generally include contact info in case there are questions
- Articles will not be repeated from week to week unless an explicit request is sent. Generally, a new article should be received (and varied a bit) each week to help assure that it will be read.
- Suggested graphics may be submitted with the input. However, the submitter MUST verify that we have permission to use the photo in our newsletter.

Who can submit articles?

Articles would be accepted from

- LQ Board members and committee chairs
- Coordinators of programs listed in the catalog
- Member Enrichment Event (MEE) leads
- HMCPL representative (currently Ann Marie Martin)

Submission Timeline

Article input should be submitted to LQnewsinput@gmail.com before Wednesday noon each week in order to be included in that week’s edition. If this target is not met, there are no guarantees that the article will be included in that week’s newsletter.