

### NEWSLETTER GUIDELINES

Member communications are an important part of a successful section/division. Newsletters serve to communicate a variety of pertinent information to members and add value to their membership. The Federal Bar Association offers custom newsletters at the request of any Section or Division. To ensure quality work in a timely manner, please follow the guidelines listed below:

#### CONTENT

- ◆ The newsletter should have a mixture of feature articles and standing columns
- ◆ All newsletters have a 2-week turnaround time, meaning that all final content must be submitted 2 weeks before desired first draft date
- ◆ Citations should be formatted as endnotes, placed at the end of the article. Endnotes should be few in number and limited to citing specific authorities; “string” citations and discursive notes are discouraged
- ◆ Along with content, please send a list of everything that is to be included in each newsletter, and the preferred order (if applicable)
- ◆ Text for each newsletter should be sent as a Microsoft Word document (.doc) or Rich Text Format document (.rtf)
- ◆ Content documents should be sent to [sections@fedbar.org](mailto:sections@fedbar.org)

#### IMAGES

- ◆ Required images should be sent separate from content in JPG or PNG format
- ◆ Please be sure to include captions that identify the event name, persons, or location (if applicable)

#### EDITS

- ◆ Each newsletter is allowed two rounds of edits
- ◆ A first draft will be sent to the point of contact for review. When those initial changes are made to the newsletter, a second draft will be sent to the point of contact for final review. This will be the last chance to send edits and changes before receiving the final PDF
- ◆ Edits may be sent marked directly on the draft. Editors may scan or fax the marked-up draft to FBA National or, if applicable, can use PDF software (such as Adobe Acrobat) to indicate changes directly on the PDF

#### DISTRIBUTION

- ◆ The FBA will format, edit, and distribute all Section & Division newsletters
- ◆ If you do not have an established distribution schedule, please contact Mike McCarthy at [mmccarthy@fedbar.org](mailto:mmccarthy@fedbar.org)
- ◆ Newsletters will be distributed via email & posted to the Section or Division webpage