

## Instructions for Contributors to CAL News

The President of CAL and each association, division, and interest group, or designee, shall be responsible for submitting information to the **Business Manager who shall serve as Editor**. Examples include:

- Executive Board meeting notes
- Associations' news
- President's Corner
- Legislative updates
- Membership benefits
- Member news
- Candidate's statements,
- Grant and scholarship information
- News from Divisions and Interest Groups
- Announcements of workshops and registration forms
- Appropriate announcements from other related organizations
- CAL Calendar or Events

### Publication and Deadline Schedules

<u>Issue</u>	<u>Articles to Editor</u>	<u>Publication Date</u>
January/February	December 1	January
March/April	February 1	March
May/June	April 1	May
July/August	June 1	July
September/October	August 1	September
November/December	October 1	November

***Copy and Ads must be received in electronic format. The approved formats are Word or ASCII text. Graphics should not be embedded in the documents. Ads must be newsletter ready in jpeg or PDF format only. The CAL Editorial staff will do no alterations to ads submitted and will not print any ads not in the correct format.***

***Payment must be included with ad copy at the time of submittal.***

The editor will send out e-mail reminders to the CAL Executive Board members two weeks before the deadline for copy for CAL News.

***The Editor is responsible for production and distribution of the newsletter.***