

Inside Stephens Guidelines

Inside Stephens is the weekly campus newsletter designed to inform faculty, staff and students about matters of general interest and concern on the Stephens College campus. Please review the guidelines below.

Distribution

Inside Stephens will be distributed via email every Monday during the academic year to the everyone@stephens.edu and students@sc.stephens.edu listservs. Offices and departments should print out and publicly post a hard copy of *Inside Stephens* if they are located in areas where computer access is limited for faculty, staff or students. Archived newsletters remain on the web site for one academic year at www.stephens.edu/news/campus/insidestephens.

Submission Policy

All copy must be submitted with the person's name and office/department in case questions arise about your entry. Submissions not adhering to these guidelines will not be published. Please note, the Office of Marketing and Public Relations reserves the right to edit submissions.

Submission Deadline: all submissions must be emailed to scnews@stephens.edu by 5 p.m. on the Friday immediately prior to Monday publication. Items may run only twice; entries will be run once unless otherwise indicated. Digital photos are accepted and printed at the discretion of the Marketing and Public Relations office. Please submit photos in raw (unaltered from camera to computer) format.

Content

When you submit an item for inclusion in *Inside Stephens*, please note to which of the following sections you would like your item to appear:

Calendar of Events

(a two-week calendar of upcoming events that are of interest to all faculty, staff and students)

NOTE: all events submitted for inclusion on the Stephens online events calendar (www.stephens.edu/calendar) will be automatically published in *Inside Stephens*. Submit your event online at www.stephens.edu/news/stephensevents/monthly/eventform.php.

Please be sure to include all pertinent event information, including time, date, place, cost of attendance and contact person. Be sure to also note if events are open to the public, or strictly for the Stephens community; and whether leadership points are available to students.

Campus Announcements

(brief stories covering news around campus, including events, administration communication, and faculty, staff and students awards, recognitions).

Faculty/Staff Corner

(faculty/staff meeting announcements, committee reports, anything of vital interest to faculty and staff)

Student Notices

(student organization/group news, student life information, books/other items for sale, anything of vital interest to students)

Bulletin Board

(thank you letters, job openings, employment searches, items for sale, etc.)

Questions or comments?

If you have any questions about this process or about submissions, please contact Sarah Berghorn, Communications Coordinator, at ext. 4450 or sberghorn@stephens.edu. Your suggestions for the newsletter also are welcome.