

Campus Comments 101

To ensure that your message is received accurately and can be utilized properly, here are a few suggestions for submitting information for the *Campus Comments* newsletter. This publication is read by students, faculty/staff and visitors to our campus.

Deadline: Wednesdays at 12:00 Noon for submission in the following week's edition

Submission:

- In person/interoffice mail delivered to the Public Information Office located in the President's Office in Little Hall, Attention: Dick Osborne
- By email to Dick Osborne at rosborne@nhctc.edu

Submission format:

- Short - provided your **content** is at most a paragraph, it may be sent within the content of an email
- Long - if the content is more than a paragraph, it must be submitted as a Microsoft Word document either as an attachment in an email or on a disc.
- Large submissions should be brought to the attention of Dick Osborne at the Public Information Office so planning for space can be considered by 12:00 Noon on Tuesdays.

Editing:

- Your content may be edited due to space limitations. Please be concise, consider your audience, and verify spelling, proper spelling of names, emails and phone numbers before submission.

Images/Photos:

- Electronic images should be sent **separately** from the accompanying Microsoft Word document.
- Images/Photos are reproduced in black and white
- Due to space limitations, one or two images/photos only may be used per story, please choose wisely **when** selecting what you wish to use.
- You may include captions, noted within your Microsoft Word document or within the email.
- Do not include or embedded images in your Microsoft Word document, they cannot be retrieved successfully or the purposes of Campus Comments.
- Photos may be sent via Interoffice Mail or delivered to the Public Information Office by 12:00 Noon on Wednesday to be scanned and included in that weeks edition. Please note to whom the photos must be returned.

Posters or Flyers:

- Space limitations prevent full size posters or flyers from being reproduced. Do not send posters for replication **in** the publication. You may forward the electronic copy of the poster or flyer so that the information can be viewed but complete reproduction of posters is not possible, most often the poster or flyer is reduced to a quarter page size
- Any graphics or images used in the poster or flyer must **be** sent separately either on a disc or as an attachment in a email.

Thank you very much for your cooperation. I do appreciate it. If you have any other suggestions to help make this work even better, please feel free to share them with me. My telephone number is 271-7735.

Dick Osborne