**FROM THE NEWSLETTER EDITOR**

**Submission Instructions**

 Blurbs should be print ready, single spaced, written in Microsoft Word, and no more than 250 words—maximum 300 words only for very important SFUU events.

 Use Arial font\*, 10-point type, left-justified, with no automatic formatting (no automatic bulleted or numbered lists, no indents, no automatic spaces between paragraphs), and a hard return only at the end of paragraphs

 Send the blurb as an e-mail attachment, not in the body of the e-mail, to joansac61@gmail.com

 Don’t forget to include the date, time, and location of events and the name and telephone/e-mail of the contact person

 Do not send a blurb about an event before it has been approved by the Board and is on the calendar

 PLEASE do not copy me on internal committee communications about the article. I need and want only the final approved version and only from one designated committee/group member

 If you have any questions, contact me at joansac61@gmail.com