

# "CURRENTS"-The official publication of the Lake Washington PTSA Council

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## Newsletter FAQ

What you need to know about submitting articles, blurbs, and letters to "CURRENTS," the LWPTSA Council newsletter, in 2009-2010:

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**What are this year's deadlines for submitting an article?** Deadlines are as follows:

<b>October</b> – Issue #1	Thursday, September 3
<b>November</b> – Issue #2	Thursday, October 1
<b>Dec./Jan.</b> – Issue #3	Thursday, November 5
<b>February</b> – Issue #4	Thursday, January 7
<b>March</b> – Issue #5	Thursday, February 4
<b>April</b> – Issue #6	Thursday, March 4
<b>May</b> – Issue #7	Thursday, April 8
<b>June</b> – Issue #8	Thursday, May 6

You may submit articles anytime on or before the due date.

**How do I submit my contribution to the newsletter?** E-mail your article (preferably attached as an MS-Word document; embedded in an email is fine too) to Barbara Martin at [mrs.bjm@hotmail.com](mailto:mrs.bjm@hotmail.com). Please put the school's name in the subject line. If you have questions or are unable to submit your article via e-mail, please feel free to call Barbara at 425-885-3122.

**Beyond the actual article, what information do I need to communicate with my submission?** Please indicate the following:

- Intended publication issue month
- Suggested title for your article (if applicable)
- The best way to contact you on short notice, if the need arises
- Local-unit contributors only—your school name and regional area (e.g. Franklin Elementary/Rose Hill Area)

**I'm a local-unit contributor, are there special instructions for me?** Please submit your article as a MS-Word document in the following format:

- Set the text-body font 9-point Arial.
- Eliminate superscript or subscript characters (e.g. 5<sup>th</sup>, should be formatted to 5th).
- Place only one (1) space between sentences.
- Please limit your contribution to **185 words or less**.
- Include your school's name and the issue month in the MS-Word document file name, e.g. Audubon Elem – March.doc. (This information may be added to the original name of the file.)

**Anything else I should know?** Your text may be reformatted by font and size to fit the allotted space – please edit and proof as best as possible.

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Please feel free to call or e-mail me if you have any questions, suggestions, or comments.

**Thank you!**

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425-885-3122.