

## **AAUW-DA NEWSLETTER: *THE ADVOCATE* SUBMISSION GUIDELINES 2011-12**

Following are guidelines for submitting articles to the Editors of *The Advocate*

All articles shall be submitted by the 21st of the month prior to publication

Preferences for Article Submission:

Articles should be typed in Word using **Times New Roman, Size 10** font if possible.

Articles shall be sent via e-mail as an attachment.

If possible photos should be cropped and ready to use and sent as an attachment in .jpg

Send articles to: Soni Leighton at Soni Leighton <soni@sbcglobal.net>; **and** Cindy Cassady at [cassady1@llnl.gov](mailto:cassady1@llnl.gov)

Please understand that Cindy must check the wording and grammar before it goes to Soni.