

Guidelines for Class News Agents

As news agent for your Class, you play a very important role in maintaining and reinforcing the friendships you made during your College years. Though the miles and years may separate you, friendships continue through *Quarterly*.

Many view the role of news agent as simply reporting the news of the Class in *Quarterly*, but it is much more than that. For many, the most challenging aspect of the job is gathering the news to report. Though your classmates may have the best intentions, veteran news agents know not to expect their mailboxes to be flooded with letters. Your classmates often need to be encouraged to share their news. The newsiest columns are usually the result of a news agent who has diligently solicited news and gradually built a network of contacts within the Class who regularly share their news and the news of those with whom they stay in touch.

Though email has made keeping in touch almost effortless, some other news-gathering tactics include targeting one section of the Class at a time and sending out postcards or self-addressed envelopes or telephoning classmates. To help facilitate news gathering, the Office of College Relations is happy to provide news agents with updated Class lists and mailing labels upon request.

Please note that it is our policy to forward all information sent to our office by individual alumnae/i directly to the appropriate news agent, as long as it received before an agent has submitted her column to our office. If we have already received an agent's column, but the additional news is received in our office in time to be included before final proofing/editing is done, we will edit those pieces into the column before going to print. Any agent who does not wish us to edit the additional information into her column, but to forward it to her for inclusion in the next column, must notify us in writing, and we will be happy to honor that request.

*The Annual Report is *Quarterly's* Fall issue and does not contain Class Notes.

Submitting Your Class Notes Column

When at all possible, submit your columns in Word or WordPerfect format. Class Notes columns are submitted to us in various ways, with some being preferable to others. Following – in preference order – is how we ask that you submit your columns.

By email sent to afagon@cnr.edu. This is the preferred method as it virtually eliminates the chance of transcription errors. Ideally, columns should be sent as attached files. If you do not know how to attach a file, type the column directly into the body of the email. **Please note:** news gathered by an agent via email should then be edited into a news column format -- not simply cut and pasted into a new email and submitted as a column.

By mail (on disk or hard copy) sent to Andrea Fagon, Office of Communications, The College of New Rochelle, 29 Castle Place, New Rochelle, NY 10805. When submitting a column on disk, please be sure to include a hard copy for reference. Please note that columns submitted as hard copy only must be scanned and "cleaned up." Therefore, it is vital that we receive clean original copies of your column on regular white bond paper. There is, however, a slight margin for error when columns are submitted this way. When submitting your Class Notes column, please be sure to keep a copy for yourself. Occasionally a column gets lost in the mail -- an extra copy can be a Godsend!

Editorial Guidelines

In order to accommodate all classes in the space available and to avoid the need for heavy editing, we ask that you be as concise as possible and limit your column to the equivalent of two to three, typed, double-spaced pages.

Class Notes are meant to communicate the news about your classmates and yourself. However, be selective in what you report by omitting details of trips, plays, etc., and information about people other than alumnae/i. Avoid such parenthetical remarks as "Nice work!" or "Congratulations!"

It is the policy of *Quarterly* to only report major events that have taken place in the lives of alumnae/i. We do not publish anticipatory announcements (i.e. engagements, expected births), and Class Notes columns will be edited accordingly.

Basic Style

Column Heading: Begin your column as follows (do not bold):

Class Year:	'59
Name (maiden & marriage)	Mary Jones Johnson
Address:	21 Sunshine Lane
	East Podunk, NY 23789
Telephone number:	(222) 555-5555
Email:	myname@myemail.com

Basic Style (con't)

Paragraph: First paragraph flush left. Indent all other paragraphs.

Names: Boldface each alumna/us' name the first time they are mentioned. All subsequent references are normal type, with just first and married name. Do not repeat the maiden name. Do not use all caps for names or underline names.

Class Year: Do not note the year after an alumna/us' name, *unless they are from a different class year*. Reference to classmates who did not graduate is minus class year (i.e. -64). Where appropriate, graduates of the College after 1970 will be shown with school and class year (i.e. Jane Doe SAS'73).

Publication Titles: Titles of complete published works (magazines, newspapers, books, television series, movies) are italicized. Articles, reports, and song titles and segments of television series are in quotes.

Months & Year References: Abbreviate years following months (i.e. May '97). Write the year out when alone (i.e. "in 1997"). Do not use exact days in dates (i.e. not May 20,1997, but May '97).

State References: For states, use capitalized two-letter abbreviations. Do not use periods to separate the abbreviations. Separate the city or town and state with a comma (i.e. New Rochelle, NY or Boca Raton, FL). Spell out the state name when it is referred to by itself (i.e. We spent the winter in Florida.).

Occupations : Lower case occupations (i.e. She is working as a systems analyst).

Class Records

As the news agent, you often receive information on changes of addresses, marriages, births, and deaths of classmates before the College is notified. Therefore, we ask that you please notify the Office of Alumnae/i Relations of any such information you receive.

The reporting of deaths is a very sensitive matter. When information is incomplete, the Offices of Alumnae/i Relations and Communications prefer to omit the notice, rather than risk reporting deaths in advance of the fact or with incorrect information. Whenever possible, please include a confirmation, such as a newspaper clipping, the name of the person who reported the information to you, and/or the name of a relative of the deceased who might provide additional information.

The "In Memoriam" section of *Quarterly* reports only the deaths of College alumnae/i, but you may include death notices of alumnae/i and relatives of alumnae/i in your column.