



The Electrical Worker

2016 Press Secretary Guidelines for

RETIREES CLUBS

ISSUE	DEADLINE
March	January 12, 2016
June	April 11, 2016
September	July 22, 2016
December	October 24, 2016

LENGTH OF ARTICLE

Submissions – one article per issue – must not exceed 200 words. E-mail submissions are encouraged. Please include local union number in the subject line of the e-mail. If submitting copy via mail or fax, please double-space. If unable to type, please print clearly.

CLASSIFICATION

Include location of your local union's retirees club, i.e., RETIREEES CLUB OF L.U. 3, NEW YORK, NY, N. FLORIDA CHAPTER.

ABBREVIATIONS

Standard abbreviations for months, states and titles are acceptable. All other proper names must be spelled out.

ACCURACY

You are responsible for the accuracy of all submitted material, including quotes.

PHOTOS

Digital photos are preferred. Please submit at the highest resolution possible, preferably 300 dpi or larger. Prints are also acceptable. Please submit no more than one photo per article.

PHOTO IDENTIFICATION

If submitting a photo, please include a caption separately, identifying individuals from left to right. With print photos, identify local union number and city on a lower corner of the photo. If you wish to have a print photo returned, please print RETURN on the lower back corner.

HOW TO REACH US

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