

PRESS SECRETARY GUIDELINES and DEADLINES

- LENGTH OF ARTICLE:** All submissions must not exceed 200 words. If submitting hard copy via the mail or fax, articles must be double-spaced on 8½” paper. (Note: Only one article per issue.) If unable to type article, please print clearly. Leave at least a one-inch margin on either side and at the top and bottom of the page. Submissions by e-mail are also accepted and encouraged. Please include your local union number in the subject line of your e-mail.
- CLASSIFICATION:** Include all unit classifications of the local union as designated in the IBEW Local Union Directory. Example: L.U. 1 (i,em,spa&rts), St. Louis, MO.
- CAPITALIZATION:** Do not capitalize each letter of every word. Capitalize only the first letter of the first word in a sentence and the first letter of a proper noun.
- 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:** All photos for the *Journal* should be glossy, clear prints. Negatives and slides are acceptable. Technology has enabled us to make better use of digital photos submitted via e-mail. However, we ask that when taking a digital photo, *the highest possible resolution setting on the camera should be used*. Submit no more than one photo with one article. If you wish the photo returned, print **RETURN** on the lower back corner of the photo.
- PHOTO IDENTIFICATION:** When submitting a photo, identify it carefully on the back with the local number and city on the lower corner of the photo. On a separate sheet of paper, give corresponding information naming individuals from left to right. Also identify buildings, construction sites, etc., in the same manner. Do not tape cutline to photo; also, please double-space the cutline.
- DEADLINE:** The deadlines for the *Journal* articles each month are attached. Information must be current.
- MAILING ADDRESS:** Local Lines
IBEW Journal
900 Seventh Street, N.W.
Washington, D.C. 20001
- PHONE:** (202) 728-6291 **FAX:** (202) 728-7664 **E-MAIL:** locallines@ibew.org