

Guidelines for submissions to the Kentucky Association for Environmental Education Newsletter

When submitting articles, photos, flyers, etc. to the Kentucky Association for Environmental Education newsletter please follow the below guidelines. If you have questions please email the newsletter chair at newsletter@kaee.org

1. The newsletter editor and chair reserve the right to edit submissions as appropriate.
2. All submissions shall be written in plain, common sense, non technical language appropriate for the target audience (formal and non formal educators throughout Kentucky).
3. All acronyms and abbreviations shall be defined.
4. All submission shall be written in Associated Press (AP) style. Any submissions that use another style will be edited accordingly. More information about the AP style is available at <http://www.ap.org/pages/product/order.html>.
5. Articles shall be in 12- point, Times New Roman font with left orientation.
6. All articles shall include a by line and if they are reprinted shall conclude with the statement “Reprinted with permission from ...”
7. All photos shall include photographer credit and shall include a caption that names any people photographed as appropriate. When space is limited, preference will be given to submissions that include photos.
8. Articles shall reflect the mission of KAEE and shall not be used as a tool to advocate for a certain viewpoint. The purpose of the newsletter is to inform and inspire.
9. Articles shall be ¼ to 1 full page as it would fit on an 8.5 X 11 piece of paper.
10. The summer newsletter is generally used to provide our members with information regarding the annual business meeting and elections which are held at the Annual Conference; this complies with requirements of the KAEE Bylaws for providing this information 30 days prior to conference. Submissions related to the conference theme or season of the newsletter are welcome.
11. Schedules of activities and program by entities other than KAEE will not be printed in the newsletter. KAEE has partnered with KEEC in providing the eeinkentucky.org website. Everyone is invited to submit activities and programs for the monthly e-mail digest to members and are encouraged to post this information (for free!!) on the eeinkentucky.org Web site.
12. Deadlines for submissions are on the schedule below in the “Submissions Due to Chair” column.

KAAE Newsletter Schedule					
Issue	Submissions Due to Chair	Copy Due to Editor (Chair transmits)	Formatted Copy Due to Review Committee	Final Edits by Review Committee due to Editor (Chair transmits)	Editor Mails/ Publishes
Winter	Jan 15	Jan 30	Feb 8	Feb 11	Feb 15
Spring	Apr 15	Apr 30	May 8	May 11	May 15
Summer	July 15	Aug 1	Aug 8	Aug 11	Aug 15
Fall	Oct 15	Oct 30	Nov 8	Nov 11	Nov 15

Other forms of communication

Monthly e-mail digest

KAAE sends a monthly e-mail digest to all of its members who have provided active e-mail addresses. Members and the public are invited to submit information for this digest. Information about programs, activities, calendars of events, grants, useful Web sites is welcome.

EEinKentucky.org

KAAE is a managing partner with the Kentucky Environmental Education Council (KEEC) in providing the eeinkentucky.org Web site as a resource for organizations and individuals. This site provides a place to post environmental education related activities in calendar form, which is helpful in planning and finding events. Registered users can also post grant information and look for grants and other useful information. Registration is free.