

FAPAC Article & Submission Guidelines

- Approximately **100-300 words**.
- Include a **title** for your article.
- To submit, **e-mail your article** to Angel Kwok (newsletter editor) at newsletter@fapac.org
 - All changes to newsletter drafts, recommendations, etc. should also go to this email.
- Include "**Newsletter Submission**" in the **subject line** of your submission e-mail.
- Include your **first name, last name**, and a **contact e-mail address** in the body of your message. Your name (but not your e-mail) will appear in the newsletter (unless you ask to be anonymous).
- Articles should be **sent as an attachment**, in either Word (.doc or .docx), plaintext (.txt, use Unicode encoding), or richtext (.rtf) format. Please do not send in .pdf format.
- Acronyms
 - Spell out all acronyms prior to further use in the article
 - For example, Department of Defense (DOD) and then refer to as DOD going forward
 - All unknown acronyms will be removed
- Related **pictures are highly encouraged** to be submitted along with your article.
 - Images must fall into one of these categories: [1] your own work—i.e. you took the photograph; [2] freely licensed; [3] public domain; [4] fair use. (E-mail angel.kwok@fapac.org with any questions.)
 - **Attach images to the same e-mail** as your article submission.
 - Include a short (1 sentence) **caption of each image** with known names of individuals in the photo and name of photographer (if known).
- Each event requires a **separate** e-mail submission.
 - Please do not group two or more events in a single document as photos and articles may be confused and mismatched.
- Submissions are **subject to editing** prior to publication.