

March 2003

### **General Guidelines for Email Newsletter**

The Purpose of the Email Newsletter is to inform the Membership of news and up-dated items from the Board of Directors or Committee Chairs, in between the quarterly Journal.

The responsibility of the person in charge or committee would include:

1. Soliciting and collecting material.
2. Layout (and editing) of newsletter.

### **Content of Newsletter**

All messages are to be within the body of the newsletter in Plain Text format.

Try to keep articles as short as possible.

Try to keep length of Newsletter to three pages or less.

### **Sending of Newsletter**

To be sent to all current members with an email addresses, but not to Societies with whom we exchange Journal as noted on the membership list.

If articles are of such a nature that would also interest and benefit members with no internet connection, submitters of these articles should advise the Journal Editor and have such article included in the next Journal.

The Newsletters should then be posted on the website.