



## 2017 Press Secretary Guidelines for

## LOCAL LINES

### Odd-Numbered Locals

ISSUE	DEADLINE
March	January 3, 2017
May	March 1, 2017
July	May 1, 2017
September	July 3, 2017
November	September 1, 2017
January 2018	November 1, 2017

### Even-Numbered Locals

ISSUE	DEADLINE
February	December 2, 2016
April	February 1, 2017
June	April 3, 2017
August	June 1, 2017
October	August 1, 2017
December	October 2, 2017
February 2018	December 1, 2017

### 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.

### 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, with pixel dimensions of 1800 (width) x 1200 (height) 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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