



## 2018 Press Secretary Guidelines for

## LOCAL LINES

### Odd-Numbered Locals

ISSUE	DEADLINE
March	January 3, 2018
May	March 1, 2018
July	May 1, 2018
September	July 3, 2018
November	September 4, 2018
January 2019	November 1, 2018

### Even-Numbered Locals

ISSUE	DEADLINE
February	December 1, 2017
April	February 1, 2018
June	April 3, 2018
August	June 1, 2018
October	August 1, 2018
December	October 1, 2018
February 2019	December 3, 2018

### 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

IBEW Media Department  
Attention: Local Lines  
900 Seventh Street NW  
Washington, DC 20001  
Phone: 202-728-6291  
Fax: 202-728-7664  
E-mail: [locallines@ibew.org](mailto:locallines@ibew.org)