



## 2019 Press Secretary Guidelines for

## LOCAL LINES

### Odd-Numbered Locals

ISSUE	DEADLINE
March	January 3, 2019
May	March 1, 2019
July	May 1, 2019
September	July 3, 2019
November	September 3, 2019
January 2020	November 1, 2019

### Even-Numbered Locals

ISSUE	DEADLINE
February	December 3, 2018
April	February 1, 2019
June	April 2, 2019
August	June 3, 2019
October	August 1, 2019
December	October 1, 2019
February 2019	December 2, 2019

### 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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