



2022 Press Secretary Guidelines for

LOCAL LINES

Odd-Numbered Locals

ISSUE	DEADLINE
March	January 4
May	March 1
July	May 2
September	July 1
November	September 1
January 2023	November 1

Even-Numbered Locals

ISSUE	DEADLINE
February	December 1
April	February 1
June	April 1
August	June 1
October	August 1
December	October 3
February 2023	December 1

LENGTH OF ARTICLE

Submissions – one article per issue – must be at least 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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