

Contributing to THE COUNTY CONNECTION

You are more than welcome to submit material to The County Connection and are encouraged to do so. Here are some basic guidelines for contributions. Contact the Editor with any questions.

Submission deadlines and distribution dates

Issue	Submission Deadline	Paycheck Distribution Date
Spring	2/26/2007	3/21/2007
Summer	5/21/2007	6/13/2007
Fall	8/27/2007	9/19/2007
Winter	11/5/2007	11/28/2007

Time period presented in each issue

Each issue roughly represents the quarter of the year that occurs prior to each distribution date.

Department approval

If you will be preparing your submission during work hours, your department should approve your participation.

Responsibilities

Contributors are responsible for:

- the accuracy and integrity of the information they submit.
- obtaining each employee's approval to submit the information.

Submissions

<u>Acceptable Submissions</u>	<u>Unacceptable Submissions</u>
<ul style="list-style-type: none"> ▪ Celebrating employees' accomplishments ▪ Publicizing a County event or County-sponsored event 	<ul style="list-style-type: none"> ▪ Celebrating employees' child's or other relative's accomplishments ▪ Publicizing a non-County event

<u>Questionable Submissions</u>
<ul style="list-style-type: none"> ▪ Employee accomplishments of a religious nature - reword those submissions to avoid promoting the religious organization. ▪ Employee accomplishments of a political nature - reword those submissions to avoid promoting the political organization.

Electronic formats

TEXT	
<u>Acceptable</u>	<u>Unacceptable</u>
Word files attached to emails	Adobe Acrobat files
Email text	Microsoft Publisher files
Hard copy	

PHOTOS / GRAPHICS	
<u>Acceptable</u>	<u>Unacceptable</u>
As email attachments	Embedded in an email
Embedded in Word documents	
Printed photos / graphics	

OTHER MEDIUM	
<u>Acceptable</u>	<u>Unacceptable</u>
CDs	8 inch floppy disks
DVDs	3½ inch floppy disks

Submission limitations and revisions

Although any length submission is acceptable, please be aware there are limitations for the final product. These are:

- Space - the newsletter currently has funding for 8 pages.
- Variety - one goal of the newsletter is to incorporate information from as many departments as possible so that no single department dominates any issue.
- Editor's discretion - submission content may be revised.

Submission length

In the Spotlight	750 - 1000 words
Your County Government	350 - 750 words
Department Notes.....	100 - 200 words
Employee Voices	50 - 150 words
Miscellaneous pieces.....	100 - 200 words

Feedback

Please feel free to pass along any compliments and critiques - both are welcome.