

Newsletter Submissions Guidelines

The University Seminars publishes an email newsletter three times per year. Dates of publication are on or around the 15th of September, January, and April. Submissions are accepted up to two weeks before the publication date. Chairs may submit news items on behalf of themselves and their seminar members.

Email submissions to Summer Hart: sh3040@columbia.edu. For consideration, submissions must have NEWSLETTER SUBMISSION, issue, year, and seminar number in the subject line.

Example: NEWSLETTER SUBMISSION, Winter, 2018, #999

Guidelines for Submissions:

- Keep content to 100 words or less
- MS Word document or email body preferred formats
- Links to a website/or attached PDF file with a longer story/description is encouraged
- Attached photos must be 72dpi

Topic suggestions:

- Award/publication announcements
- Acquired grant/funding
- New seminar starting/or seminar ending
- Announcement of upcoming conference or public event
- Documentation of conference or public event that occurred within the academic year (link to podcast, website, etc.)
- Announcement of a member passing