

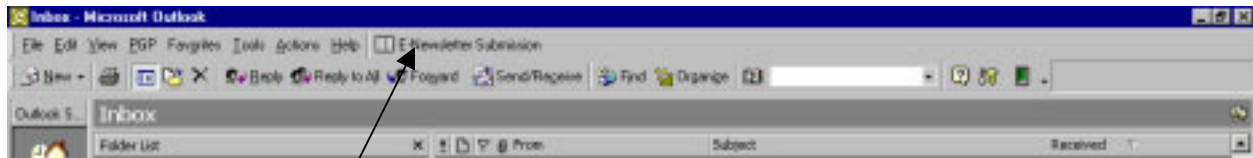
Publication Guidelines for the Office of Budget & Controller E-Newsletter

- Any B&C employee can submit articles.
- All articles should be submitted in Arial font type, and 10-point font size.
- If article content is not original, site the source of your material.
- Check all articles for spelling and grammar before submitting.
- Articles can be submitted at anytime, but the Editor-in-Chief will determine the publication schedule.
- Area Editors can accept or reject submitted articles, as well as edit articles.
- All personal information must be approved by the person(s) being mentioned.
- No classified ads are permitted.
- After submitting an article, you will receive e-mail, stating whether your article has been accepted or rejected.

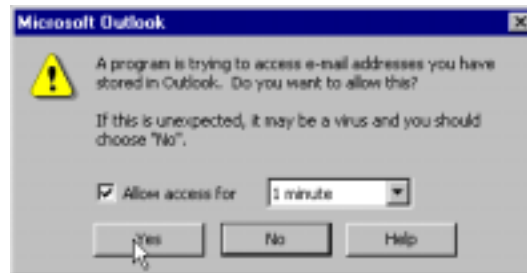
Articles for submission should fall under one of the following categories

1. **Staffing** – Personnel and organizational changes, such as new hires or transfers, B&C job postings or announcements, office moves
2. **Development** – Professional development opportunities such as workshops, seminars, professional organizations
3. **Events** - Upcoming B&C events
4. **Highlights** - Department highlights, projects, and initiatives
5. **Feedback** – Newsletter feedback
6. **Personal** – Personal news such as years of service, birth announcements, etc. (The information must be approved by the person(s) being mentioned.)
7. **Policy/Procedure** - Changes or updates to policies/procedures that relate to B&C staff
8. **Technology** – Applications & system updates that relate to B&C staff
9. **Tips** - Technical, grammar/writing, personal safety, or other

Procedure for submitting an article through Outlook



1. Click on the *E-Newsletter Submission* button.
2. From the *Choose Form Window*, highlight *E-Newsletter Submission* and click *Open*.



3. An Outlook warning box may pop-up. If the warning does pop-up, click the *Allow access for* checkbox, and then click the *Yes* button. The *E-Newsletter Submission* form will then appear.
4. Select a *Category* from the drop down list.
5. Enter an article *Title*.
6. Click in the *Anonymous Submission* checkbox if you do not want your name published in the newsletter as the submitter of the article. If you choose to anonymously submit an article, your area Editor will still be able to see your name as the submitter, during the editing process.
7. Enter the article *Text*.
8. You can insert hyperlinks into your text by clicking *Insert.Hyperlink*, and entering the URL.
9. In the *Notes to Editor* window, include any notes that you would like to forward to your area Editor. These notes are not visible in the newsletter.
10. Click on *Send* to forward your completed article to your area Editor.
11. Once your Editor has finished reviewing your article, you will receive an email notification stating whether your article has been accepted or rejected, plus you will see any editing of your article.