

CBC OFFICIAL NEWSLETTER SUBMISSION GUIDELINES



Purpose

The *Hawk Talk* official CBC newsletter is a monthly publication that will be delivered via email to all faculty and staff in an effort to inform our faculty and staff of important initiatives, events, campus or program changes, messages from the President, student and staff/faculty success stories, legislative updates, department highlights, and more!

Submissions are welcome from faculty and staff and/or departments and there are many ways to contribute! You can submit an idea or suggestion or provide general information about events, changes, or anything else that faculty or staff may need to know.

The newsletter will be released on the first Monday of each month.

Guidelines for Newsletter Submissions

- All submissions must be made with the CBC Newsletter Submission form.
- Information is intended for the CBC campus community (faculty and staff), so content must be applicable in general to all.
- In order to be more useful, all submission requests must include contact information, including name, telephone number, email address, and website links for readers to obtain further detailed information and clarification if available.
- College Relations reserves the right to accept or reject any submission and content may be subject to review and editing for brevity or clarity. All submissions may not be included.
- When possible, please submit a picture with your article or request CBC Graphics & Printing to take pictures for you to include with your article.
- **Submissions for consideration must be received by the Tuesday before the first Monday of the following month.** Late submissions may not be included.
- Individuals who submit information for the *Hawk Talk* must ensure the accuracy, timeliness, and reliability of the submitted material.
- Flyers and commercial advertisements will not be published.
- Solicitations will not be accepted.
- Opinion pieces or messages with a particular political perspective or that are political in nature will not be published.

Questions?

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