

“Division, Region & Branch News” Submission Policies

Divisions, regions and branches may submit short announcements about their activities, initiatives, publications and upcoming workshops/conferences to *Counseling Today*. The rolling deadline is the **1st of the month** by close of business, EST, **for publication in the following month’s issue**. For example, an article submitted on June 1 will appear in the July issue.

Send your news to jrollins@counseling.org by the 1st of the month. Although *Counseling Today* generally enters the mail stream by the 20th of each month, some members may not receive their issue until the end of the month or even the beginning of the following month, so please be sure to time the arrival of dated material accordingly.

Each published submission will be accompanied by the name and e-mail address of the individual who submitted the news to *Counseling Today*. If you would prefer to list a different contact name and e-mail address, please indicate this in your correspondence. This not only allows readers to contact the correct person for more information, but also provides *CT* staff a way of asking questions/verifying information.

Each division, region and branch is allotted up to 350 words (not including the headline) in this section each month, so be sure to take advantage of this opportunity to reach your fellow counselors. Some groups choose to allocate all 350 words to one topic, while others divide the 350 words among several announcements each month.

Pieces that exceed the word count will be returned to the person who submitted the article and will not appear in the “Division, Region & Branch News” section unless a new version that meets the word count is resubmitted by the deadline.

You are also welcome to send one photo per group every three months with a supplied caption (100-word maximum) in lieu of an article. Please e-mail photos to jrollins@counseling.org as a “jpg” or “tif” file. Images taken with a digital camera (but not a camera phone) are acceptable if of sufficiently high resolution. Please set your camera to its maximum resolution and be sure to use the best lighting possible.

Try to capture *action* shots at your events. Close-up shots are also more pleasing to the eye. If in doubt, send a few photos, and the editor will choose the best photo to capture the action of your event.

Send your articles as an attachment (preferably a Word file) in an e-mail, NOT pasted into the body of the e-mail itself. Submissions must be in **Times** font, black type, single-spaced and justified — no colors, logos, odd fonts, tabs or other elements please.

If you have any questions, contact Jonathan Rollins, editor-in-chief of *Counseling Today*, at jrollins@counseling.org or 800-347-6647 ext. 339.

Bulletin Board Submission Guidelines

ACA divisions, regions and branches are welcome to list their upcoming events, calls for papers/proposals, editorial board/committee openings and similar announcements in the Bulletin Board section of *Counseling Today*. Items for the Bulletin Board must be submitted via email to lshallcross@counseling.org with "Bulletin Board" in the subject line. Entries must be:

Limited to 125 words or less
Attached in a Word document
Single-spaced
Justified
Times font in black

Do not send submissions with tables, tabs, bullet points, logos/letterhead, colors or uncommon fonts. Submissions are subject to editing to meet space, grammar and style requirements. Be sure to include a contact person with an e-mail address or number to call for more information. The rolling deadline is the **1st of every month** by close of business for publication in the following month's issue (i.e., an item submitted by Aug. 1 would appear in the September issue).

Please note that not all submissions are accepted for publication. Submissions may be accepted or rejected at the discretion of the editor-in-chief.

Announcements will be published a maximum of three consecutive months, after which an updated version of the announcement must be resubmitted for inclusion.

E-mail Jonathan Rollins (jrollins@counseling.org) if you have additional questions about *Counseling Today*'s Bulletin Board section.