

MO INFO Newsletter Publication Advice (August 2007)

The *MO INFO* newsletter publication schedule is shown in each issue. We publish six issues a year: January, March, May, July, September, and November. All articles are due by the 15th of the preceding month.

Article copy should be submitted by e-mail to mla001@more.net. Contributors are encouraged to include digital photos and graphics, which will be included on a space-available basis.

Style Specifics:

1. MS Word document;
2. Block Style;
3. 10 point Times New Roman Font;
4. Headline provided by author, 16 point in bold Times New Roman Font;
5. Signed with author's name, unit title (Recorder, President, etc.), and e-mail address;
6. E-mail attachments are preferred but articles may be culled from the body of an e-mail if necessary.
7. Digital photos and graphics are appreciated. JPG and TIF at 600 dpi are preferred.
8. Publications are expected to conform to the *Chicago Manual of Style*, latest edition.

As per Handbook Section 6.8.4, the *MO INFO* newsletter is explicitly not a copyrighted publication.

Unit articles follow the activities of the Association and its units and members. Association organizational structure is such that Recorders are recruited by Divisions and Special Interest Groups and recommended for Committees. Recorders serve as the secretary for their unit, taking notes at meetings and reporting activities through the production and submission of unit newsletter articles.

The typical annual newsletter cycle follows:

January is usually light on content and includes Membership Applications and Annual Reports from the previous year. Plans for the year are welcome. Unit officer/member news is appreciated. January is not too early to promote non-conference workshops and sales projects like the Missouri Building Block Picture Book Award. Industry, service, and other topic-specific articles are always welcome.

March, May, and July include conference plans, conference promotions (poster sessions, table talks, speaker/performer photos, and the like), and program promotions such as workshop registration and award and scholarship applications.

The September newsletter includes the most complete conference promotion of the year. September includes any issues on which the membership might vote and the coming year's officer slate and ballot.

November is dedicated to year-end wrap-ups including conference reports and annual reports, conference thank yous, photos, announcements, and the like. The issue includes the next year's membership applications and the Missouri Library Advocacy Day registration form.