



Newsletter Article Submission Guidelines

Audience and Focus

The CalVet newsletter is produced to provide California veterans, veteran families, and veteran stakeholders interesting, educational and informative content related to:

- CalVet and USDVA programs and services;
- Changes to state and federal veteran benefits;
- Local, regional and national news impacting California veterans and veteran families;
- California Interagency Council on Veterans activities;
- Veteran employment, housing, education and health;
- State and federal budgets as they affect veterans;
- Veteran consumer protection;
- California veteran challenges/accomplishments;
- ... and other relevant issues.

Stories about past events and stories with only local appeal will not be accepted unless they have significant or future impact on the veteran community. CalVet reserves the right to publish only those articles it deems appropriate.

Circulation Frequency and Distribution

The CalVet newsletter is published the first week of every month. It is distributed electronically without charge to CalVet ListServe subscribers and others upon request. Back issues of the newsletter can be found at www.calvet.ca.gov/News/Newsletters.aspx.

Content Submission Requirements/Deadlines

Articles may be submitted for consideration at any time; however, the submission deadline is the third Friday of the month preceding the publication date (e.g., April 20 deadline for May issue). Articles submitted after the deadline will be held for the next issue, when appropriate.

Articles submitted must include:

- Title
- Author's name and professional title
- Author's phone number and e-mail address
- Author's employer/organization/office
- Article 500-700 words

- Full names/titles/affiliations of anyone referenced in the article
- Phone number of persons/organization referenced in the article
- Date and location of activity/events referenced in the article
- Full URLs (instead of hyperlinks) for web sites included in the article

If an article submitted has been published previously, please provide the publication or forum in which the article originally appeared, the date of publication and the author's name. A previously published article will be published in the CalVet newsletter only if re-print permission has been obtained.

Article Submission Instructions

- Submit articles in MS Word or text file format to Carolyn.Ballou@calvet.ca.gov.
- Submit photographs as e-mail attachments in JPG file format. Do NOT embed photographs in your article text.
- Provide name and affiliation of any person shown in photographs.
- Provide a title and source for tables, figures, and other illustrations.
- Articles that endorse or appear to endorse specific products, companies, or contractors will not be accepted.
- Story ideas are welcomed and will be developed by newsletter staff as appropriate and as time and resources permit.

Article Editing

CalVet reserves the right to edit articles submitted for quality, relevance, and length.

Author Acknowledgement

Authors of newsletter articles will be offered a byline when appropriate.

Article Reprints

Newsletter articles may be reprinted with the expressed permission of the Editor. Send reprint permission requests to Carolyn.Ballou@calvet.ca.gov. Include the title of the CalVet article, the newsletter date, where the article will be reprinted, and your phone number.

Newsletter Subscriptions

To be added to the CalVet *News for Veterans* subscriber list, send your request to pao@calvet.ca.gov.