

PRINCETON ALUMNI WEEKLY

Guidelines and Deadlines for Class Secretaries and Memorialists 2022-2023

Thank you for preparing Class Notes for PAW. Here are guidelines that will ensure the process works smoothly.

CLASS NOTES DEADLINES

Due to the high volume of Class Notes received for each issue, secretaries must adhere to the deadline schedule. *See schedule at right.*

One reminder email will be sent after each deadline has passed.

SENDING CLASS NOTES

Email notes to pawnotes@princeton.edu as an attached Word document, or type notes directly into an email. Attach photos separately. Do not embed into Word doc.

In the email subject line:

- Include class year and issue date of notes.
- Include “URGENT, REVISED NOTES” if you send corrections and/or revised notes.

ACCURACY

Class Secretaries are responsible for correct spelling of names and accurate historical references. Do not include “joke news” about classmates, since it is not always clear what is false. If news is submitted about a classmate by a third party, please check to make sure that the classmate whom the news concerns wants it published. This is especially important when reporting engagements, pregnancy, and illness. **Always proofread what you’ve written before submitting notes.**

Class Notes Deadlines

Class Notes due at PAW:	For issue of:
Wednesday, July 19	September 2023
Wednesday, Aug. 16	October 2023
Wednesday, Sept. 20	November 2023
Wednesday, Oct. 18	December 2023
Wednesday, Nov. 8	January 2024
Wednesday, Dec. 13	February 2024
Wednesday, Jan. 17	March 2024
Wednesday, Feb. 14	April 2024
Wednesday, March 20	May 2024
Wednesday, April 17	June 2024
Wednesday, May 29	July/August 2024

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WORD COUNT FOR CLASS NOTES

- **Maximum length: 300 words** without photos
- **When including photos:**
 - Deduct 50 words** for a small photo (1–3 people or baby).
 - Deduct 100 words** for a large photo (4–6 people or wedding party).
- **Photo IDs:** Identify all people from left to right (l–r), or row by row from left to right.

Columns significantly longer than 300 words will be edited to fit or returned to the secretary for cutting, time permitting.

PHOTOGRAPHS AND CLASS-REUNION LOGOS

If you have a print photo and you are emailing notes, indicate in the email that a photo is coming via mail, and give a description of the photo.

Digital images:

- **Image size/formats:** Send high-resolution (300 dpi) jpg, tif, or pdf files. Images downloaded from websites are often low resolution and not suitable to print.
- **Color:** PAW Class Notes photos are printed in color, but black and white photos can be submitted.
- **Image name:** Name images with class year and issue date (e.g., 98 Dec22 Smith family).

Photo prints: PAW will scan photos/logos and mail them back to class secretaries during the year. Note that photocopies of photographs may not reproduce well.

Copyright: Photos that have appeared in other publications may be copyrighted. Please be sure you have permission to publish the photo in PAW.

ALUMNI NAMES IN TEXT

Type the names of classmates and honorary classmates in **boldface** (not italicized) and capitalize only the first letters of the first and last names — e.g., **John Smith**. This enables us to distinguish between classmates, other alumni (whose names should be followed by their class year — e.g., John Smith '94), and others.

PRINCETONIAN DESIGNATIONS

* = graduate alumnus/alumna

p = parent of a Princetonian, e.g. p'92

s = spouse of a Princetonian, e.g. s'89

w = widow or widower of a Princetonian, e.g. w'52

k = kin of an alum; used for grandchildren, siblings, etc., e.g. k'89

h = honorary classmates — e.g. h'64 — though

honoraries are usually identified by bold type within the class's notes

MEMORIALS

Email memorials to

pawmemorials@princeton.edu. As with Class Notes, attach a Word document, or type memorial directly into an email.

Nassau Herald photos will run with memorials in the magazine and online, when available. We will honor requests to omit photos. PAW will supply the *Nassau Herald* photos; memorialists may submit other photos for online posting only.

Review obituary information with families and let us know, when you submit a memorial, if you do not want the *Nassau Herald* photograph to run.

Maximum memorial length: 200 words

Memorials significantly longer than 200 words will be edited to fit or returned to the memorialist for revisions, time permitting.

Longer memorials may be posted on PAW's website; send as separate submissions.

Identify family members and friends of the deceased who are Princeton alumni by their graduation year (e.g., brother John '46).

Include cause of death if possible.

Memorials are published in the order in which they are received.

Memorials for alumni who died more than five years ago will be posted on PAW's website only.

Always proofread what you've written before submitting a memorial.

Questions? Call 609-258-6486 or email
pawnotes@princeton.edu

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