

PRINCETON ALUMNI WEEKLY

Guidelines and Deadlines for Class Secretaries and Memorialists 2020-2021

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 (or phone call for secretaries without 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.

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.

If email is not available, submit hard copy by following these steps:

- Type your notes on plain white 8 1/2" x 11" paper.
- Send the original and keep a copy for your files.
- Do not make handwritten notations on the document. Handwriting cannot be scanned.
- Avoid faxing notes.
- Mail to: Princeton Alumni Weekly, c/o Class Notes Editor, 194 Nassau St., Suite 38, Princeton, NJ 08542

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Class Secretaries are responsible for correct spelling of names and accurate historical references.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:
Thursday, July 23	September 2020
Thursday, Aug. 13	October 2020
Thursday, Sept. 10	November 2020
Thursday, Oct. 8	December 2020
Thursday, Nov. 5	January 2021
Thursday, Dec. 3	February 2021
Thursday, Jan. 14	March 2021
Thursday, Feb. 11	April 2021
Thursday, March 11	May 2021
Thursday, April 8	June 2021
Thursday, May 27	July 2021

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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.

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 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 5 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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