

## **Guidelines for Minnesota Media**

### **Topics**

Writes about a subject you are familiar with either through personal experience or research. Each issue of *Minnesota Media* has a theme, but any items of interest to our profession will be considered.

- Outline the process used to accomplish a task or project
- Discuss the philosophy behind an important decision
- Describe a successful lesson, providing details about the people and resources involved and the results.
- Present your ideas for the future of our profession or changes in some aspect of our jobs.

### **Style**

Organize your article around a single main idea. Support and describe that idea, project, or issue with lively examples taken from your own experience or research.

- Conversational style is preferred
- State your ideas directly and to the point.
- Length should be determined by the topic.
- Include references when appropriate.
- Visual support materials are encouraged.

### **Artwork and Photos**

Please include a small portrait of yourself if possible. Photos will be returned if requested. Do not send photocopies of photographs.

- Suggest a caption for the photographs or other illustrations.
- Artwork can be submitted on disk in JPG, GIF, or PDF files.

Please provide a paper copy as well.

### **Preparing the Manuscript**

Please provide a copy of the article in electronic format as an attachment saved in Microsoft Word or RTF.

- Please include the title of your article, followed by your name, your job title, and place of employment at the top of your article.

## **Job Description for MEMORandum Editor And MT News Editor**

### **Major Responsibilities:**

- (1) Collect items for monthly newsletter sent in by MEMO members and other interests.
- (2) Select items appropriate for inclusion in the newsletter and keep calendar of events up to date. Writes brief editorial if so inclined.
- (3) Obtain reprint permission for items used in their entirety.
- (4) Input data received in hard copy into electronic format, editing as needed.
- (5) Create layout and prints master of newsletter.
- (6) Has sufficient copies of newsletter commercially printed. Bill MEMO for cost.
- (7) Ship newsletter to executive secretary of MEMO.
- (8) Work with publication committee and President(s) to establish editorial policy of the newsletter.

## MEMO Membership Directory Recommendations

1. Directory should be published as early in the school year as possible.
2. Members should be listed by region and city within the same index.  
*For example:*     **Rochester**  
                          George, Sandra  
                          Harkins, Charles  
                          Lueders, Jeff
3. The alphabetical listing of members should be the last section of the directory printed on white paper.
4. All other sections of the directory should be printed on different colored paper.
5. Directory should include a calendar of upcoming events.
6. Region, SID and committee chairpersons will be listed with their contact information.
7. A pullout membership application should be added to the directory
8. A one page inclusive listing of past AFCAM, MASL and MEMO past Presidents should be included in the directory.
9. Names in the alphabetical listing should be off set and printed in **boldface** lettering.
10. A region master list of names should be available in the back of the book if room allows.