

# MEMORANDUM

To: CCID Membership  
From: Bob Keener  
Subj: Article Solicitation for the Spring 2010 CCID Newsletter  
Date: April 5, 2010

It is again time to solicit your articles for the 2010 spring edition of the CCID Newsletter. Please send your articles and photos to me by responding to this e-mail. Newsletter guidelines and related information are below.

CCID will now accept longer, professional, and more in-depth writing on international issues impacting the community college. These submissions may be of indefinite length, but we will print a summary of up to 1,000 words in the newsletter print version and the full article will be printed in the electronic version of the newsletter. These articles will deal with international themes relating to community colleges such as, but not limited to: recruitment and retention of international students; impact of budget reductions on international program operations; liability concerns of study and travel abroad; training needs for faculty preparing to lead study abroad programs for the first time; summaries of international education research findings; and so on.

This will be in addition to the typical articles we have on CCID programs and initiatives and reporting of individual college international programs. These important components of the newsletter will not change.

The printed newsletter will be a maximum of 20 pages. If we have more articles and photos than 20 pages can hold, those additional articles and photos will be contained in the electronic version of the newsletter. I want to emphasize that all submitted articles and photos will be contained in either the printed or electronic version of the newsletter.

## **The article submission deadlines for the spring 2010 newsletter is:**

- Solicitations for the spring newsletter go out April 6, 2010, and **articles must be received by Wednesday, May 5 for a late May delivery of the newsletter.**

## **Newsletter Guidelines**

1. To print a submitted article and related photos we must have the author's name and contact information.
2. Articles may be about anything international your college is working on with or without CCID involvement. Faculty experiences, international visitors, student

activities, study abroad programs, economic development activities, etc. are some of the kinds of topics on which you may wish to report.

3. Ideally articles should be kept to about 400 words in length or less. Please do not immerse photos into your text. Please send photos separately from your text articles as attachments.
4. Articles should be sent by e-mail attachment in Microsoft Word. Please make sure that your articles have titles. Do not write articles in one sentence paragraphs. Please use Word with no formatting (don't underline, bold or center, etc.).
5. If e-mail is not available to you, please send your submission on a CD in Microsoft Word. Faxed articles will not be accepted.
6. Pictures are encouraged. Black and white and color photos may be submitted. Please submit photos as attachments or photos that do not have to be returned. Photo captions must be included and be short. When sending photos electronically, please send them as a JPEG file with as high a resolution as possible.
7. All articles and photos will be edited. Articles written for other publications or purposes may not be appropriate or require substantial editing.

**Your article submissions should be sent to me at:**

Bob Keener  
Sinclair Community College  
444 West Third Street  
Dayton, Ohio 45402  
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