**College of Arts and Sciences *News and Updates* Guidelines**

The e-newsletter for the University of Oklahoma College of Arts and Sciences is published monthly. The deadline for content submissions is three days prior to the end of the previous month. The *News and Updates* features timely news, announcements, events, experts and accomplishments in the college.

News and Updates has an internal circulation of College of Arts and Sciences Faculty and Staff. The internal newsletter is issued to all faculty and staff in the college.

**What is included in *News & Updates***

**News and Research**

* Key news items
* Research News
* Research publications; Books by faculty printed by key publishers

**Awards**

* Research and Grants ($)
* Faculty Awards — National, International, University, Specific Discipline
* Staff Awards — University; College; Discipline
* Student Awards — National, international (graduate and undergraduate) and misc.
* University-wide; College-wide; Divisional; Department/Center; Community
* Graduate Fellowships granted by federal agencies or major foundations

**Announcements**

* Events and calls for nominations for awards / membership
* Development announcements of endowments, donations, misc.
* Calls for university-wide, college and divisional awards and grants; national and

 international grants and awards

**Featured Events**

* University-wide events / announcements and upcoming larger College of Arts and Sciences

 events

* Link to event calendar.

**Experts in the Media**

* Faculty, staff or student expert citations in media. Submissions come from University

 Communications media updates, chairs, faculty, staff and students (does not include personal,

op-ed pieces)

**Special Features**

* Dean’s message
* Big news story

**Items not included:**

* All submissions are subject to review
* Lectures, speaking engagements at conferences content-section-editor