

## ***HU! You Know! Newsletter Submission Guidelines***

### **General Submission Guidelines**

*HU! You Know!* will distribute every Monday morning. To get placed in the current week's edition of the newsletter, all submissions are due by noon on Thursdays.

Please send all submissions to [ouc@howard.edu](mailto:ouc@howard.edu) with the subject line "***HU! You Know! Submission.***" If you are submitting to a specific section, write subject line ***HU! You Know! [Name of Section]***. If you have an idea, but are unsure of how to execute it for the newsletter, use the subject line ***HU! You Know! Story Idea*** and our Internal Communications team will assist and determine if it meets the criteria to be featured.

It's important when submitting content to provide key information (*Who, What, When, Where, Point-of-Contact Name and Number*) and relevant links. Also, please include images as an attachment for your story. Images must be high resolution and in JPG or PDF file format.

### **Weekly Announcements transition to *HU! You Know!*'s HU Happenings Section**

With the discontinuation of the Weekly Announcements email, the HU community is encouraged to utilize the calendar to promote University events. *HU! You Know!* feature select events each week, which is a substantial alteration from the past Weekly Announcements communication. To get your events placed in the HU Happening section, visit <https://calendar.howard.edu>, click "submit event" and fill in all the necessary information. OUC will select events from this section to also be included in the weekly newsletter.

For additional information and guidelines on accepted events, visit [calendar.howard.edu/content/calendar-guidelines](https://calendar.howard.edu/content/calendar-guidelines). For trouble-shooting purposes, contact <https://www2.howard.edu/webservices/contact>.