

Draft 6: 26 Feb 2016

*ECL Connections*  
The Campus Life Newsletter  
**Guidelines**  
(Revised February 26, 2018)

## **I. MISSION**

The mission of *ECL Connections* is to inform Emory Campus Life (ECL) staff about the organization's work and cultivate a shared sense of pride in that work.

## **II. DESCRIPTION**

*ECL Connections* is the official division-wide electronic newsletter for Emory Campus Life. It delivers: feature stories; news, program and organization brief; staff profiles, accomplishments, and honors; and other information of interest to the ECL community. Staff is defined here to include full and part-time employees, student employees, contract employees, and volunteers.

The ECL [Office of Communications](#) publishes the newsletter monthly.

*Connections* is distributed via the ECL staff listserv to current employees of Emory Campus Life. The newsletter is distributed in HTML format directly to employee email in-boxes. A link to the corresponding website is included in case there are display problems with the emailed document.

## **III. "EXTRA" ISSUES**

In the case of significant developments that occur between standard publishing dates, an *ECL Connections Extra Report* may be distributed. The Senior Vice President and Dean of Campus Life (SVP/Dean), the Senior Director for Communications or designee will make decisions associated with publishing *Extra Reports*.

## IV. POLICIES

### A. Story Ideas

ECL employees may submit story ideas for consideration. Submission of photos, videos, and other visual materials is encouraged. To submit story ideas and materials, see instructions below. Only information related to an Emory Campus Life department, office, program, initiative, or staff member will be considered for inclusion. Exceptions are made at the discretion of the editorial board and staff.

In general, story ideas should be submitted to *Connections* at least two full months before the next publication date. The earlier items are submitted, the more likely they can be considered for inclusion. However, many factors determine whether a story will be developed and published. Ideas may be accepted, altered, rejected, or deemed more appropriate for another issue of the newsletter.

On occasion, the *Connections* editorial staff may consider a story to be newsworthy for audiences beyond ECL. Under such circumstances, the editorial team may recommend that you submit your idea to another Emory publication and/or campus-wide distribution. In such cases, the editorial team may assist in that effort.

### B. Personnel Items, Honors, and Awards

*ECL Connections* highlights significant honors and awards accorded ECL staff that relate to their work, including training, promotions, reassignments, etc. Listings may include but are not limited to elections to boards and societies and notable accomplishments in professional associations and/or the wider community. To submit an item, see instructions below.

### C. Calendar Items

Due to limited space and other considerations, *ECL Connections* does not include a calendar of events. However, based on space, editorial guidelines, and other considerations, selected events may be included as features or briefs before or after the event, depending on newsworthiness of the item and at the discretion of the editorial staff. ECL employees are encouraged to submit entries to the Emory Events (Trumba) Calendar (<http://www.emory.edu/home/events/index.html>), which provides postings for specific university organizations, including Campus Life.

### D. Commercial Services

*ECL Connections* does not publish paid advertising or other commercial promotions, including special rates or discount offers for university employees.

## E. Obituaries

*ECL Connections* does not publish obituaries.

## F. Receiving the Newsletter

All ECL employees are included in the listserv and may not opt out. Other members of the university community may access *ECL Connections* by visiting:

[http://www.emory.edu/CAMPUS\\_LIFE/news/newsletter/](http://www.emory.edu/CAMPUS_LIFE/news/newsletter/).

Each issue contains important news and information, including information that must be communicated to the entire division.

## G. Requests for Human Research Subjects

*ECL Connections* does not publish requests for human research subjects.

## H. Editorial Considerations

Limited resources and editorial requirements do not allow for publication of all items submitted for consideration.

The final decision for any item to be included in the *Connections* rests with the ECL Office of Communications. Any appeals for inclusion, or clarification on policy should be directed first to the editor. The senior vice president and dean of Campus Life is the final arbiter of any issue related to this publication.

## V. ADDITIONAL INFORMATION

To submit story ideas and/or other materials or to request additional information, contact the *ECL Connections* editor at: [ECLEditorial@emory.edu](mailto:ECLEditorial@emory.edu). If you do not receive a response within a week, contact the editor directly via email at [jbbrown@emory.edu](mailto:jbbrown@emory.edu).

*Ed. Note:* ECL Connections Guidelines are based on and generally consistent with Emory Report Guidelines ([http://news.emory.edu/emory\\_report\\_guidelines.html](http://news.emory.edu/emory_report_guidelines.html)).