

CHEA NEWSLETTER EDITORIAL POLICY

Last revision: June 2006

The purpose of this quarterly newsletter is to serve 1000+ Charlotte-area homeschoolers by making known various opportunities for education, service, support and fun. The degree to which an announcement furthers our purpose is a primary consideration in the decision whether to print it, and the amount of space which will be devoted to it.

BASIC SUBMISSION GUIDELINES

- All submissions must be received via email. The address is cheanewsletter@yahoo.com.
- It is recommended that any submission be reviewed PRIOR to sending for completeness and accuracy. Lack of dates, locations, directions, time, cost, and means of contact is not our responsibility.
- Do not duplicate submissions in local groups' newsletters.
- Submit your information quarterly, in advance of each deadline. *Recurring activities must be resubmitted quarterly.*
- Members of CHEA are allowed to submit ONE 1/6 page advertisement which is not homeschool-related (i.e. a family-business) per issue. If families submit more than one item (all to be included in the 1/6 space), all must be submitted together. Be sure to include the name of the CHEA group of which you are a member. This opportunity is not intended to be used by any homeschool family to "sponsor" any area business.
- Effective the August 2006 issue, there is no longer paid advertising in the CHEA newsletter. Items which previously fell into this category of submissions will be reviewed for inclusion based on their relevance and usefulness to homeschoolers.
- Any submissions may be further edited and condensed at the discretion of the Newsletter Committee.
- Any submissions may be refused at the discretion of the Newsletter Committee.

LENGTH AND FORM OF SUBMISSIONS

- Attachments are NOT preferred. Paste the information directly into the body of the email message. If an attachment is necessary for some reason, we do not accept the .pdf format, and any format received must be easily modifiable.
- NO long, un-edited submissions will be accepted. It is the responsibility of the submitter to condense the material to NO MORE THAN ½ a page of 12 point type. This is about 225 words. (This does not guarantee a ½ page space in the newsletter).
- If you feel your submission warrants more than 225 words, you may send a longer submission for our review. HOWEVER, you must include, in the same email, a condensed version.
- Each submission must include **your**: name, phone number, email address and CHEA group's name (if applicable).
- Please be concise and remember our purpose.
- Incomplete submissions will not be published.

DEADLINES *ALL Deadlines WILL be STRICTLY observed*

- The CHEA Newsletter will be published in August, November, February, and May.
- Deadlines for submissions are: July 15, October 15, January 15, and April 15.
- CHEA Editor's deadline: A final copy will be made available to the editor of each local support group no later than the 25th of the month prior to publication.

CONTACTING THE NEWSLETTER EDITOR

- The editor can be contacted via the email address only: cheanewsletter@yahoo.com
- The editor or a member of the CHEA Newsletter Committee will periodically check the inbox. This is a volunteer position held by a homeschool mother. Response time may be slow between issues.

CHEA does not endorse any activity or organization included in this publication. It is the responsibility of every homeschooling parent to ensure that any class or activity appropriately reflects your family's philosophy.