**Newsletter Editor Instructions**

Frequency: The newsletter is published two or three times a year: Fall, Spring, and optionally in the Summer (President’s call).

Instructions:

1. At the beginning of the Fall, Spring, and Summer sessions, contact the Section president to determine when he/she would like to distribute the newsletter.
2. 5 weeks before the newsletter is to be distributed send the president the Call for submission to the newsletter. Make sure that the call has a deadline of approximately 2 weeks before you want to distribute the newsletter. This will give you ample time to pull the newsletter together, get it reviewed by the president, and posted on the IS Section website. A sample call follows:

**SAMPLE NEWSLETTER CALL FOR SUBMISSION**

AAA Information Systems Section Member:

Last call for submissions for the Summer 2005 IS Section Newsletter!

Our Summer Newsletter is scheduled to be published on July 15th and we need everyone to send Marcia Weidenmier Watson (marcia.watson@.msstate.edu) all items of news as soon as possible, but not later than June 30th.

Are there any deadlines that you need advertised?

Are there any committee reports that should be posted?

Are there any Calls for Papers that might interest our Section?

Are there any University awards or events to share with our Section?

Are there any new AIS faculty you’d like the Section to meet?

If you have already sent in an item, thank you for your contribution. If you haven't, we look forward to hearing your news.

1. The newsletter editor will receive emails from Section members as well as items that the president wants to include in the newsletter. Include all information into a Microsoft Office Publisher document. This document contains several sections: including a Letter from the President, Upcoming IS Section Meetings (i.e., Mid-Year and Annual), Calls for Papers/Conferences, Congratulations, and In the Literature. Each section has its own page with links to the first page. Save the publication in both Publisher and Adobe Acrobat formats.
2. Approximately a week before distribution to the Section, send the newsletter to the president for review.
3. Make necessary corrections.
4. Once all changes are made, send the final newsletter to the Section webmaster for posting on the Section website. Once the newsletter is posted, contact the president so he/she can send the section an email about the release of the newsletter.