BTtoP Newsletter: Guidelines for Submission

Feature
Submit a piece for the Feature section about any topic related to BTtoP's mission of connecting engaged learning, civic engagement and well-being on college and university campuses. The institution represented does not have to be a BTtoP grant recipient for a submission to the Feature section. Feature pieces are typically broader in perspective and/or on a topic relevant to more than one individual campus's practice or work.

Campus Highlight
Submit a piece for the Campus Highlight section about a BTtoP grant your campus received. The narrative should be a "birds-eye" view of the various components of a campus story or project. We suggest structuring pieces to include the following information:
1. Background and context re: WHY a project exists
2. WHAT the project is doing/has done and HOW it is hoping to accomplish its goals on campus
3. A brief conclusion re: FUTURE actions or ideas to help sustain the project work and outcomes, including how the campus intends to share its story and outcomes with others, locally and nationally

Both Feature and Campus Highlight Submissions
The piece should be approximately 600-800 words, ideally accompanied by photos from campus relevant to the piece. The Newsletter appears online and in print; please review the attached request for photos for reference as to the required photo files and types.

While writing, please remember to use full names and titles (not acronyms, especially those that are campus-specific), and to cite any data, claims or quotations (brief in-line citation is fine, with a list of references at the end.) In line with BTtoP partner AAC&U's style guide, the Newsletter will publish in Chicago style. Adhering to that manual is ideal, but if that is not possible, staff will edit the piece for style.

In Brief
Submit information for the "News and Notes" subsection of the Newsletter In Brief section that appears at the back of the Newsletter to raise awareness about activities, events, research, opportunities, etc. in the larger higher education community.

All Newsletter Submissions
Due to BTtoP's partnership with AAC&U's communications apparatus for multiple aspects of our newsletter production, the schedule is generally tight. Edited, finalized pieces are due months in advance of the issue release. See the schedule below for when to submit a piece.

> **Fall Newsletter** (released mid-September): **submissions due May 1**
> **Winter Newsletter** (released early February): **submissions due October 1**
> **Spring/Summer Newsletter** (released mid-May): **submissions due Jan 1**

Submissions are encouraged at any point in time for consideration in later issues; all submissions undergo review for relevance to the BTtoP mission. An email blast distributes the Newsletter to 50,000+ in higher education and hard copies are sent to close colleagues, foundations and various conferences and events in higher education. All authors receive (5) hard copies for personal use.

Article submissions should be sent to the editor, Jennifer O'Brien, at obrien@bttop.org.