



InTune Specifications and Deadlines

NxNW REGION 13'S INTUNE e-NEWSLETTER – What / When / Why / How

- Chorus Presidents, Team Leaders, PR/Marketing chairs / Quartet Contact will receive an email two (2) weeks before the next deadline, requesting articles for the upcoming InTune e-newsletter.
- The InTune is published three (3) times a year (spring / summer / fall) to share news with Region 13 members. All information i.e., articles, photos, etc., must be submitted promptly and no later than the deadline shown below.
- Should someone other than you receive future email reminders about InTune deadlines, please submit their name, position, chapter, and email address to me promptly, and I will add them to my recipient list to receive future reminders.
- If contact information (name, phone, email) for your chorus or quartet has changed, please notify me with corrections as soon as possible.

2020 ARTICLE DEADLINES

InTune Editions	Email Reminder (2 weeks prior to deadline)	Deadline	ePublication Date
SPRING	January 17	January 31	February 29
SUMMER	May 15	May 29	June 30
FALL	September 18	October 2	October 31

- There will be only one reminder for each issue.
- Please submit information to caroladrew@aol.com before / but no later than the stated deadline. Submitting articles after the deadline could exclude them from being featured in that month's InTune.
- InTune articles may be submitted in email with an attached MS Word doc (preferred) or in the body of an email.
- Please do not submit them as a .pdf file; I am unable to edit .pdf files.

GUIDELINES for Choruses and Quartets submitting InTune articles:

- All articles submitted for these two categories should be 200 words or less.
- Photos should be in a jpeg format and be small enough to include in your article. However, due to space restrictions, there's no guarantee that photos will be used.

GUIDELINES for Regional Management Team (RMT):

- Main topic articles – Are published within the body of the newsletter and usually address a broad area of interest to R13 members. These articles are not necessarily restricted to the 200-word maximum.
- Sidebar articles – Should pertain to activities within the area you represent. This is the best way for Region 13 members to associate you with your duties.

Happy writing!
 Carol Drew, InTune Editor
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