



Province Reporter Form

Getting Your Articles Ready for Publication Consideration

Please use this form to submit your chapter events, individual achievements and gallery photos for publication consideration.

1. Prior to preparing article/feature, submit the topic to Chapter Polemarch and Chapter Reporter. Given the focus on business-related topics of the Journal that features news and information of significant individual achievement, relevant chapter news that reflects the tenets of mission, vision or core values of Kappa Alpha Psi® as well as activities that reflect national programming occurring at a local or province level. The Journal also chronicles historical milestones or reflections back on the history of the fraternity, careful coordination is needed to increase the likelihood of article publication. The standard categories for publication are: Alumni News, Guide Right, Kappa Authors, Kappa News, Kappas in Sports or Undergraduate News.
2. Articles must identify the who, what, when, where and why of the subject matter. Focus on the facts of the subject rather than overuse hyperbole to describe the success of the event or achievement. Articles must feature material that occurred in the last quarter, i.e. three months.
3. Before submitting this form, please rename it with the subject matter and chapter name included in the file name. This will aid in the organization of articles from all 12 Province Reporters.
 - a. For example, an article on receiving a \$1 million grant by the Tampa (FL) Alumni Chapter could be labeled:
 - i. MllnDlIrGdRghtGrnt-TampaAL.docxOr, the fact that Aaron Banks was elected student body president at Purdue University could be labeled:
 - ii. BanksSGAPres-Nu.docx
4. Photos: Attach your high-resolution photo(s) as poor-quality pictures will not be considered. Photos that accompany articles or proposed Journal Gallery submissions that do not meet the minimum 300dpi resolution standard will not be published. Digital photography must be hi-resolution jpegs (example 2048x1536 or 3.1 mega pixel image). Photo sizes of A4 or larger are preferable. Photos cannot be embedded in a word processing file. Photos must be submitted at .jpg, .eps or .png format. PDFs of photos are not acceptable. Failing to adhere to this minimum standard will likely result in rejection of the submission. Scanned photos should be 300 DPI.
5. All images must be accompanied by this word processing file with captions that accurately identify all subjects in the photo, with the correct spelling of names and positions (if applicable).
6. Email this form and your images to [Brother Quentin Mitchell \(Kwin10Mitchell@gmail.com\)](mailto:Kwin10Mitchell@gmail.com)
 - a. Upon receipt, an acknowledgement will be sent to you by the Province Reporter.

What happens next?

1. The Province Reporter will determine if the submissions should be published in the Province newsletter or sent the Journal. The Province Reporter will make his determination and forward the submissions to the Journal within 24 hours of the deadline. For proper consideration, article subject matter should be (1) of national import and reflective of the



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- tenets of Kappa Alpha Psi® such as Kappa's Six-Point Plan, (2) significant professional achievements or milestones of individuals or chapters within three (3) months of the deadline and should fit within the standard categories: Alumni News, Guide Right, Kappa Authors, Kappa News, Kappas in Sports or Undergraduate News.
2. The Province Reporter will work with the Journal Editor on format, content and other items related to publication.
 3. The Province Reporter will keep the Chapter of submission/Brother (for individual accomplishments) of progress with Journal publication.
 4. Please note – final approval for Journal publication rests with the Journal editor (Cleveland Ferguson III, Esq - kappajournal1914@gmail.com). Once articles have been submitted, the Province Reporter is no longer involved with final publication decisions.
 5. Submission Deadlines and Themes (tentative):
 - Fall 2018-Armed Forces Focus (September 10, 2018)
 - Winter 2018-Undergraduate Achievement (November 26, 2018)
 - Spring 2019-Senior Kappas Roll Call and Pre-Conclave Issue (April 26, 2109)
 - Summer 2019-Post Conclave Coverage (August 26, 2019)Submissions do not necessarily have to adhere to the themes outlined above, but publication may be delayed if the subject matter does not fit within the standard categories.

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Your Contact Information:

Your Name	Your Contact Number	Your Email Address

Event/Award/Accomplishment Name	Purpose of Event/Award/Accomplishment	Event Chairman/Coordinator (if applicable)

Event/Award/Accomplishment Date:	City/State:	Venue/Location:

Detailed Event/Award/Accomplishment Description. Article may be edited for length and clarity. *(Please include approximate number of participants if applicable)*

Photo Caption(s). Label the photos:

Copy and paste the table above if you have additional events to submit. Email this document with all your events to your Province Reporter (Brother Quentin A. Mitchell Middle Eastern Province Journal Liaison: Kwin10Mitchell@gmail.com)