Province Reporter’s Article Submission 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. Before preparing the article/feature, submit the topic to Chapter Polemarch and Chapter Reporter. Focus on business-related issues 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. Because The Journal also chronicles historical milestones or reflections on the fraternity's history, 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 subject matter's who, what, when, where, and why. Focus on the facts of the subject rather than overuse hyperbole to describe the event's success 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.
	1. For example, an article on receiving a $1 million grant by the Tampa (FL) Alumni Chapter could be labeled:
		1. MllnDllrGdRghtGrnt-TampaAL.docx

Or, the fact that Aaron Banks was elected student body president at Purdue University could be labeled:

* + 1. BanksSGAPres-Nu.docx
1. Photos: Attach your high-resolution photo(s) as poor-quality pictures will not be considered.Photos accompanying articles or proposed Journal Gallery submissions that do not meet the minimum 300dpi resolution standard will not be published. Digital photography must be high-resolution jpegs (for example, 2048x1536 or 3.1-megapixel image). Photo sizes of A4 or larger are preferable. Photos cannot be embedded in a word processing file. Photos must be submitted in .jpg, .eps, or .png format. PDFs of photos are not acceptable. Adherence to this minimum standard will likely result in the rejection of the submission. Scanned photos should be 300 DPI.
2. 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).
3. Email this form and your images to (insert Province Reporter Email Here)
	1. Upon receipt, an acknowledgment 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 to 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's subject matter should be (1) of national importance and reflective of the tenets of Kappa Alpha Psi®, such as the 35th Administration’s platform, (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 (Chapter) 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 the publication.
3. The Province Reporter will keep the Chapter of Submission/Brother (for individual accomplishments) informed of progress with Journal publication.
4. Please note – that 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. Chapter Invisible articles should be sent to Aaron Williams at aaronwilli02@yahoo.com.
6. Submission Deadlines
* **Fall 2023- October 16, 2023**
* **Winter 2023 – January 15, 2024**
* **Spring 2024 – March 18, 2024**
* **Summer 2024 – July 25, 2024**

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  **Your Contact Information:**

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| Your Name | Your Contact Number | Your Email Address |
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| 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. The article may be edited for length and clarity. *(Please include the 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 (insert email here).