

**WWN Policies and Procedures Manual**  
**Section 21-2**  
**Newsletter Article Guide**  
**October 24, 2023 Rev 1**

**Guide for Newsletter Article Contributors**

Please send your next month's newsletter article to the current Newsletter Editor.

You may choose either typing your article directly into the email message area or attaching it as a document done in Microsoft Word. Regardless of your choice, please use the following format:

- a. Times New Roman font
- b. 12-point font size
- c. Single-space

Before sending your email, please title the subject line of your email accordingly, ie:  
WWN Newsletter Article – December – Membership

Please have your article emailed out by the 15<sup>th</sup> of each month.

Helpful tips:

- a. When it's possible, please keep your article close to the same number of words done in earlier issues, the shorter the better. Using Microsoft Word can show you a word count that can be found by looking in the bottom left corner.
- b. If you need to make a revision, please label the subject line of your email accordingly, ie:  
WWN Newsletter Article – December – Membership - Revision

By following this guide our Newsletters will be consistent and finished in a timely manner. Your cooperation is appreciated!

**NOTE:** The WWN BOD must approve any changes to this Procedure. To change the Procedure either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.