



Chapter Article Guidelines and Submission Information

The *ANNA Update* is a bimonthly newsletter that serves as a communication tool for ANNA members. The “Chapter Update” section of the *ANNA Update* contains short news items from ANNA chapters. The chapter secretary is responsible to submit a brief article via the online article submission form by the newsletter deadline.

> [Go to the Chapter Update Article Online Submission Form](#) (please use your ANNA member login and then click this link)

Deadlines

Article Submission Deadline	ANNA Update Issue in Which Your Article Will Appear
February 1	March/April
April 1	May/June
June 1	July/August
August 1	September/October
October 1	November/December
December 1	January/February

Please note: Articles may be submitted prior to the deadline date. Articles submitted after the deadline date may not be published.

General Article Guidelines

- Use paragraph style.
- Article length should not exceed 250 words.
- News should be current.
- Avoid duplication of information from one issue to the next (i.e., announce new chapter officers only once per year, report on a past event only once).
- **Please note:** The newsletter editors will edit your article so that it is time/tense appropriate for the newsletter issue in which it will be published. The editors may edit/delete information if it is repetitive or has appeared in a previous issue of the newsletter and may edit/shorten submissions that exceed the length/word limit.

Information to Include in Your Article

- Announcement of new chapter officers
- Announcements of upcoming chapter events

- Reports of chapter activities
 - Chapter meetings
 - Educational offerings – include the meeting name or lecture title, date, location, and contact person if it is an upcoming event
 - Membership drive, fundraising activities
 - Collaboration with other chapters or organizations
 - Community service activities, e.g., blood pressure screening, community education
 - Participation in legislative, health policy, or kidney disease awareness activities
 - Chapter accomplishments
- Recognition of members' professional accomplishments
- Call for volunteers
- Contact information – include first and last names for all contact persons

Photo Submission Guidelines

- Photos to illustrate chapter activities are welcome, with a limit of 3 photos per chapter in each newsletter issue. Email your photos to kathy.thomas@ajj.com.
- Photos should be submitted as a .jpg files and as attachments to an email. Please note: Photos should NOT be embedded in a Word (or other word processing) document. Also, please use the "attach" feature to attach the original photo file to your email (rather than dragging the photos into the body of an email).
- Photos should be submitted individually. Do NOT submit a photo collage (a grouping of more than one image into a single .jpg file).
- Screenshots (such as Zoom or Teams meetings) should not be submitted as they do not reproduce well in print.
- All photos must include an accompanying caption with identifying information (first and last names of individuals pictured, location, event, ANNA chapter, etc.).
- Captions (or any other text) should NOT be embedded on photographs. Submit captions separately.
- Photos must be high resolution (300 dpi [dots per inch] or higher) and high quality for print. (Note: One indicator of resolution is the photo file size. The larger the photo file size, the higher the resolution of the photo.)
- Please note that low resolution or poor quality photos may not be reproducible in print.

Additional Photo Submission Tips

- When taking photos, please set your device (digital camera, tablet, smartphone) to the highest resolution AND export the photo(s) at the largest possible size setting.
- Do NOT reduce the photo size when transmitting via email (as this also reduces the photo resolution/quality).
- For photos that are scanned, the photos must be scanned at 300 dpi or higher.
- Who is pictured in your photo? There are instances when a photograph release form may be required to publish a photo in the newsletter. For example, a photo depicting a patient or a child requires a signed photograph release form. Please review the following P&Ps for more information:
 - [P&P 10-01-01: Professional & Photograph Release](#)
 - [P&P 10-01-01A: Professional & Photograph Release Form](#)