

**Submission Guidelines for SPHere News Bytes**

News Bytes should be 40 words or less. E-mail your submissions with the subject "SPHere" to: [tellSPH@uic.edu](mailto:tellSPH@uic.edu).

**FY 2010 Timeline**

<b>Issue</b>	<b>Submission Deadline</b>	<b>Distribution Date **</b>
August 2010	July 14	August 2
October 2010	September 15	October 1
December 2010	November 17	December 1
February 2011	January 19	February 1
April 2011	March 16	April 1
June 2011	May 18	June 1
August 2011	July 13	August 1

*\*\* Distribution dates are approximate. All issues will be distributed within the first two weeks of the month.*

**What to Submit:**

**News Bytes**

Faculty or staff awards, student scholarship winners, new research grants, new hires, alumni career updates, event announcements, etc.

**How to Submit:**

**Gather Facts**

Research and gather any necessary facts, correct academic titles, resources, Web links, etc.

**The 5Ws and H**

Who, what, where, when, why and how should all be contained in the e-mail. Be BRIEF – The format used for SPHere will be an *overview* of the news and updates from the school.

**Quotes, Names, Web Links**

If you have a quote, please include it with the source's name and affiliation. If applicable, provide Web links for additional information.

**Proof read, proof read, proof read!**

Please make sure all information is accurate before submitting!

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