

# Quarterly Submission Guide for “E”s

## The Fraternity accepts four types of submissions for use in the *Quarterly*:

### (1) “Campus Scene” ...

... is a report written by the “E” on or before December 1 and May 1 of each year. A complete FAQ regarding this submission can be found here.

### (2) “Keeping in Touch” ...

... is a section of the Quarterly reporting alumni news, typically wedding, birth and professional announcements. “Keeping in Touch” submissions may be submitted year-round by the “E” or any alumnus of the Fraternity. Be sure to include all necessary information for your submissions to be printed. First jobs will be printed only if truly unique. Below are examples of various “Keeping in Touch” submissions:

#### **Wedding announcement example:**

John Coleman '08, married to Jane Smith on May 15, 2009\*\*.

*\*\* The Quarterly will only accept wedding announcements after they have already occurred.*

#### **Birth announcement example:**

Born to Brother and Mrs. Michael Todd '04, a son, Brian Michael, on June 15, 2009.

#### **Professional announcement example:**

Gregory Smith '96 was promoted to President of Acme Chemical in New York, NY.

Robert Marshall '90 has been appointed Senior Vice President of First National Bank in St. Louis, MO.

### (3) “Farewell & Parting” ...

... is a section of the Quarterly reporting the passing of a brother. You need only include the brother’s name, class year, and date of passing. “Farewell & Parting” submissions may be made by the “E” or any alumnus of the Fraternity. If you have a link to an obituary for reference, please include this as well. Below is an example:

Warren Snyder '43, March 3, 2010

Dan Thomson '51, December 7, 2010

David Thompson '52, February 19, 2011

Donald Beach '63, March 5, 2009

### (4) Feature Story Ideas & Submissions...

... are how some of the Quarterly’s best stories begin: as ideas from our members. If you know of an individual who might be great for an alumnus spotlight, please let us know. Likewise, if you have an idea for an event or topic the Quarterly could cover, please let us know. The quality of the Quarterly is directly correlated to the quality of collaboration among our members. Feature Story ideas & submissions are welcomed from any member of the Fraternity at any time.

### **How should I submit my information?**

Simply send an email to [quarterly@deltachi.org](mailto:quarterly@deltachi.org) with any information you’d like to submit for consideration. You’ll receive confirmation from a staff member once your materials have been received. Our email servers can accept file attachments of any size. If you are having trouble sending file attachments as part of your submission, consider breaking up the attachments into several emails.

### **Why haven’t I seen my submission in the *Quarterly* yet?**

The Quarterly is transitioning to two double-issues each year. As such, there will be a delay between your submission and its appearance in the Quarterly. As a general guideline, all material received prior to December 1<sup>st</sup> will be considered for the Winter/Spring double-issue. All material received prior to May 1<sup>st</sup> will be considered for the Summer/Fall double-issue.

### **I have questions. Who should I ask?**

Email [quarterly@deltachi.org](mailto:quarterly@deltachi.org) at any time. You may also call Emily Audlehelm at 319-337-4811 during regular business hours.