

SDCPA Connections Newsletter Submission Guidelines

The mission of the South Dakota College Personnel Association (SDCPA) is to provide continued leadership in addressing issues and trends in higher education and professional education programs to promote student development and learning. To facilitate the idea exchange among members, SDCPA publishes a newsletter two or three times each year.

Members are encouraged to submit articles for inclusion in the newsletter. The newsletter will be posted to the SDCPA website at <http://www.mysdcpa.org/Newsletters.htm>.

General Guidelines

The SDCPA Marketing Committee accepts submissions from the original author of the written work. Articles must be originals and must not be published elsewhere; however, written documents related to conference presentations will be considered for publication. SDCPA does not pay for articles that are published in the newsletter and will not publish articles that the Marketing Committee and /or Executive Board deem as advertisements.

Articles must pertain to the SDCPA mission or to the work of professionals who are members of the organization. Topics are encouraged but not limited to the following areas.

Admissions	Academic Advising	Athletics
Assessment	Campus Activities	Career Services
Counseling	Disability Services	Diversity Programming
Financial Aid	First Year Programs	Leadership Development
Orientation	Program, Staff or Facilities Management	Registration/Records
Residential Life	Retention	Student Conduct
Summer Conferencing Services	Technology	

Priority consideration will be given to SDCPA members.

Documents should be 500 words or less and should be submitted as Microsoft Word (preferred) documents. Use Times New Roman, 12 pt. font. The Marketing Committee reserves the right to edit articles prior to publication in the newsletter.

Submitting Articles

Submit articles as attachments to Tina Hartley at TiHartle@dwu.edu. Include your full name, job title, institution and email address with your submission. Allow four to six weeks for review of the article. You will be notified of the publication status for all submissions.

Estimated target dates for submission and publication are as follows.

Publication Month	April	July	November
Submission Deadline	March 1	June 15	October 1
Publication Date	April 15	July 31	November 15