

How to submit a news brief to the AAPS News

A news brief is a short news story that announces achievements, awards or an upcoming event. Please follow these guidelines.

- 1** Please email news briefs to AAPS News Editor Tara Cavanaugh: cavanaugh@aaps.k12.mi.us. Write "News Brief" in the subject line.
- 2** Please note that **all news briefs will be edited** for grammar and ease of understanding.
- 3** When you write your news brief, please keep these tips in mind:
 - *Keep the brief less than 500 words.*
 - *Use specific dates and school names. Instead of writing, "This past weekend, students won awards," write: "On March 17, 12 Pioneer students won awards."*
 - *Before sending, ask someone else to read your news brief aloud to you. You will likely find much to tweak.*
- 4** We prefer to post news briefs with photos. If you send photos:
 - *Please try to send group shots.*
 - *Be sure all students pictured are not on your school's "do not publish" list. All students pictured **must** have signed media releases on file with your school office.*
 - *Send the photo as an attachment. **Do not paste the photo into the body of the email.***
- 5** Please send only one version of your news brief. Multiple drafts and multiple emails can be difficult to keep track of.

All news briefs will be published on the News Briefs page (<http://news.a2schools.org/category/newsbriefs/>) within one week of submission.