

## **Andover Class Notes: Policies, Formatting Guidelines, and Photo Information**

Class Notes are published three times per year—in the fall, winter, and summer issues of *Andover* magazine.

### **POLICIES**

- Class secretaries are responsible for gathering and writing Class Notes three times per year and sending them to *Andover* magazine at [classnotes@andover.edu](mailto:classnotes@andover.edu). Emails are received by the Class Notes editor. Questions regarding writing and submitting Class Notes can also be sent via email to the above address, or you may contact the editor at 978-749-4040.
- Class Notes is a social forum for alumni to share personal and professional news, reflections, commentary, and photographs as a way to maintain and strengthen connections with one another. Class secretaries are responsible for the accuracy of information provided about classmates. The views and opinions expressed by alumni are theirs alone, and are not endorsed by and should not be ascribed to PA. Alumni may not use Class Notes to defame, harass, or threaten people or entities.
- The Class Notes editor edits for clarity, brevity, grammar, and appropriateness of content. *Andover* magazine reserves the right to edit, remove, or delete any content.
- Each summer, the Class Notes editor will provide secretaries with the [editorial schedule](#) for the upcoming calendar year. Class Notes received past the scheduled deadline will be held for the next issue. Notes that are sent in significantly over the word count will be sent back to class secretaries for further editing out of fairness to other classes.
- Class secretaries will receive an updated class list each summer through the Office of Alumni Engagement. Secretaries are responsible for using the list to correctly identify all classmates listed in their class notes. Class lists are provided to secretaries for the purpose of reaching out to classmates for class notes. These lists and the information in them must not be shared or used for any other purposes.
- Please note that if a class secretary misses more than two deadlines, the Office of Alumni Engagement will confer with the Class Secretaries Committee to determine whether a new secretary(ies) needs to be identified.

### **FORMATTING**

- Please begin all Class Notes with your name, class year, email address, and/or phone number in the upper left-hand corner, as you'd like it to appear in the header of the magazine.
- On first reference only, please put the full names (first and last) of your classmates in bold. Only alumni from your class should be bolded on first reference—not spouses' names and not the names of alumni from other classes. The names of alumni from other classes should always be followed by their class year.

- Please include your class year in the subject line of your email as well as in the title of your Class Notes attachment.
- For a deeper look at Class Notes formatting and style, view more style guide tips [here](#).

## **PHOTO SUBMISSIONS**

Photos for Class Notes must be sent at the same time as Class Notes. In order to be considered for publication, photos should:

- Be sent in as an email attachment—not embedded in the body of an email.
  - Be high-resolution suitable for printing—300 dpi (dots per inch) for crisp, clear results.
  - Include the names of people in photo, clearly identified from left to right.
  - Include some information about the occasion—what, where, and when.
  - Photos without identification or caption information cannot be used.
- Due to the number of photos we receive, we cannot guarantee that all photos submitted will be published. Photos sent in to *Andover* magazine may be published in the print magazine, on our website, or both.
- Photos for Class Notes can also be emailed to [classnotes@andover.edu](mailto:classnotes@andover.edu). Please make sure your photo attachment includes your class year.