

## **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 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.

Class secretaries are responsible for gathering and writing Class Notes and sending them to Andover magazine at [classnotes@andover.edu](mailto:classnotes@andover.edu). Emails are received by the Office of Alumni Engagement. Questions regarding writing and submitting Class Notes can be sent to [classnotes@andover.edu](mailto:classnotes@andover.edu) or calling 978-749-4291.

- 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, class secretaries will receive an updated deadline and word count schedule for the upcoming year. Notes received past the scheduled deadline will be held for the next issue, unless there is a valid reason provided. The Class Notes editorial schedule can be viewed online [here](#).
- Class secretaries will also receive an updated class list each summer through the Office of Alumni Engagement. It is the expectation that secretaries will use this list to correctly identify all alumni listed in their Class Notes. These lists are provided to secretaries solely for the purpose of reaching out to classmates for Class Notes; class lists and the information in them must not be shared or used for any other purpose.
- 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.
- Out of fairness to the many Abbot and PA classes who send in information, Class Notes that are sent in over the word count will be sent back to class secretaries for editing.
- 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.
  - Include two or more alumni/ae.
  - 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.
- The Class Notes Editor reserves the right to determine what photos will be used for publication.
- Photos for Class Notes should be emailed to [classnotes@andover.edu](mailto:classnotes@andover.edu). Please make sure your photo attachment includes your class year.