Class Notes FAQs

When are Class Notes published?
Class notes are published three times a year in Andover magazine: summer, fall, and winter.

Where should I send my Class Notes updates?
Once your notes are finalized, please email them to classnotes@andover.edu.

When are the deadlines for Class Notes?
Deadlines are set each summer in advance for the next year. Deadlines are posted online at andover.edu and emailed to all class secretaries each summer.

Will I receive a reminder to send Class Notes?
Five weeks before each deadline the Office of Alumni Engagement will host a Class Secretary Meetup. The purpose of which is to act as a reminder along with a gathering place to receive campus updates and have any questions or concerns discussed. This is also when you will receive your updated class list via email.

What if I miss the deadline for my Class Notes column?
Due to the high volume of notes that we receive and in fairness to the majority of class secretaries who send notes in on time, we cannot accept notes submitted after the deadline. Notes submitted after the deadline will be held for the subsequent issue.

How do I get an updated address list of my classmates?
A class list will be emailed out by the Office of Alumni Engagement in conjunction with the Class Secretary Meetup five weeks prior to each deadline.

What do I write about?
Include news about professional and personal milestones—career advancements, opportunities, or changes; marriages; births and adoptions; travel; mini-reunions; hobbies; special interests; awards and recognition; PA and Abbot memories; and notable achievements. Sometimes, to jumpstart lively conversation in notes, secretaries work around a theme and ask classmates who their favorite instructors were; a book they read at Andover that changed their life; a favorite Andover memory; etc.

Is there anything I should not write about?
Class Notes are an extension of Phillips Academy and its alumni. We trust that class secretaries will use good judgment when submitting notes and write about information that upholds mutual respect for the rights, differences, and dignity of others. Alumni may not use Class Notes to defame, ridicule, harass, or threaten people or entities. The community standards the academy has in place can act as a reference.
In general, avoid news of forthcoming events, such as a classmate’s impending wedding, parenthood, or career change. It is acceptable to write about future plans to go on vacation, but it could be embarrassing or hurtful if you write about a major life event that does not occur as planned. Please share news of these events after they have occurred.

Please use discretion in reporting news that came from secondhand sources. While social media posts and word-of-mouth are excellent ways to stay current with classmates, it’s required to verify the news directly with those you are writing about, and make sure they have given permission for the news to be published in Class Notes. When writing about an illness, be sure to be sensitive about whether that person wants to share that information.

Is there a certain style I should follow when writing Class Notes?
Proper formatting is crucial given the extremely high volume of Class Notes that are submitted. Notes must begin 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. All classmates’ names should be spelled correctly. On first reference only, please put the full names (first and last) of your classmates in bold type. Only the names of 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. For additional information on formatting and policies, please see this Guidelines document.

Is there a word count?
The word count is dependent on the issue. Please reference the deadline document to see the word count of the next issue.

Does the Academy verify information sent into Class Notes?
Class secretaries are responsible for the accuracy of information provided about classmates including the correct spelling of classmates’ names. The views and opinions expressed by alumni are theirs alone, and are not endorsed by and should not be ascribed to PA.

May I include a classmate’s email or telephone number in my column?
Out of an abundance of caution for classmates’ privacy, please do not include alumni email, phone numbers, or addresses unless you have explicit approval from the classmate.

Whom do I contact to notify the school of an alumni or family member’s death?
The Academy appreciates receiving notification of the death of any member of the Andover community. Please contact the Office of Alumni Engagement, classnotes@andover.edu or 978-749-4900, about the loss of a classmate or with questions about the condolence process.

How do I handle a classmate’s death in Class Notes?
It’s fitting to acknowledge the death of a classmate in your notes, even if it’s just to include a simple message of condolence to the classmate or the family. Classmates may also want to offer
an anecdote or favorite memory about the person who died. You are welcome to incorporate these sentiments into your column as you see fit and length allows.

**Something I wrote in my Class Notes column changed. Why?**
The Class Notes editor reserves the right to edit notes for length, clarity, and brevity. Grammatical or stylistic changes (e.g., changing Alaska to AK, or 2nd grade to second grade) are done at the editor’s discretion and are required for uniformity in the publication. Typically, you will not be consulted about these revisions. The editor also reserves the right to edit, refuse, or delete any content if it does not adhere to our content policy (see items above “Is there anything I should not write about? /Is there a word count?”).

**Something I’m writing about hasn’t happened at the time I’m preparing my column, but the event will be over with by the time the column is published. How should I handle this?**
You can handle it by simply using appropriate contextual language: “By the time you read this, we will have gathered together for our mini-reunion in Florida. I look forward to sharing the details in my next column.”

**How do I submit a picture for the Class Notes section?**
Digital photos are required. Please attach your photo and email it to classnotes@andover.edu. Be sure to include your class year in the subject line. We will also need, at time of submission, the names of everyone in the photo from left to right. We may not be able to list the names of everyone in photos of large groups (10 people or larger). We may use the photo in the print magazine, on the magazine website, or both.

Just like the class notes, submitted photos will be published at the discretion of the Class Notes editor.

**Do I need to submit a certain kind of digital photo?**
For the print magazine, we need high-resolution files (a minimum of 1MB in size and anything 1-7MB works well) in as large a format as possible. Photos that are smaller than that are not acceptable. Digital photos should be saved in the JPEG format.

Please do not take photos from Facebook—or any other social media channel—without permission of those in photo. Also, please note that photos that appear in social media often are not high enough resolution for us to publish in the magazine. If you are submitting a photo from your smartphone, your phone also gives you a size selection option. Please select the largest option available. **Photos that come in too small for publication cannot be used.**

**I have a story idea that I think is publication-worthy. Where should I send it?**
We are always interested in your ideas for feature articles or profiles of alumni. Send your suggestions to magazine@andover.edu.