

## 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](mailto: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](http://andover.edu) and emailed to all class secretaries each summer.

### **Will I receive a reminder to send Class Notes?**

Approximately one month before each deadline, the Class Notes coordinator will send class secretaries a reminder. Many class secretaries find it helpful to send an email to classmates two to three weeks in advance of each deadline to solicit news.

### **What if I miss the deadline for my Class Notes column?**

If you can't make the deadline for your column, please contact the Class Notes coordinator for assistance or to make other plans for submitting your column. In select cases, we can extend the deadline. In fairness to the majority of secretaries who submit on time, we cannot guarantee the publication of Class Notes that are received past deadline.

### **How do I get an updated address list of my classmates?**

A class list will be emailed to new secretaries from the Office of Alumni Engagement (OAE). OAE also distributes updated class lists to all class secretaries once per year during the summer. For more information about class lists, email [classnotes@andover.edu](mailto:classnotes@andover.edu).

### **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 shouldn't 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.

In general, avoid news of forthcoming events, such as a classmate's impending wedding, parenthood, or career change. It's not a big deal 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 doesn't occur as planned. Please share news of these events **after** they've 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're writing about, and make sure they're OK with it being 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?**

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. Be sure all names are spelled correctly when notes are submitted. 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.

**Is there a word count?**

Yes. All classes have a maximum word count of 900 words per issue. Classes celebrating a Reunion year are allotted an extra word count of 1,100 words for the fall/Reunion issue to include Reunion highlights. Out of fairness to other classes, please adhere to your word count. Notes submitted over the word count will be sent back to the secretary for editing.

**Does the Academy verify information sent in to 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, [alumni@andover.edu](mailto:alumni@andover.edu) or 978-749-4524, 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 shouldn't 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 preferred. Please attach your photo and email it to [classnotes@andover.edu](mailto: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 300 pixels per inch or 300 dpi) in as large a format as possible. Photos that have lower dpi are usually 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?**

Yes! We are always interested in your ideas for feature articles or profiles of alumni. Send your suggestions to [magazine@andover.edu](mailto:magazine@andover.edu).