

Instructions for having division/interest group newsletters printed at the Central Office

The division or interest group newsletter editor is responsible for producing (doing the layout) the newsletter for his/her group. He/she is also responsible for the printing and distribution of the newsletter, but sometimes circumstances prevent the editor from handling this portion of the duties. The AEJMC central office can assist the editor with printing and distribution of the newsletter when needed. By following the steps below, the central office can send out the newsletters in about two weeks to the group's members. (*This time varies depending upon the responsibility load of the central office at the time the newsletter is received.*)

Instructions

- Send an e-mail message or call to alert the office that the newsletter copy is on the way at least a week before it is scheduled to arrive. (803) 798-0271 ask for Janet or email: aejmassistant@aol.com)
- Send camera-ready copy (laser printouts) of the newsletter on white paper to the central office. The newsletters are normally self-mailers, so the return address on the lower back page should have the AEJMC return address and the AEJMC permit number on the indicia.

(See the back page of *AEJMC News* for an example)

The indicia box should read:

Non-Profit Organization
U.S. Postage Paid
Columbia, SC
Permit No. 198

- Mail newsletter copy to: **AEJMC, 234 Outlet Pointe Blvd., Ste. A, Columbia, SC 29210.**

That's it!

The central office will handle obtaining the division/interest group labels, copying and distribution. Additional copies of the newsletter will be sent to the editor for archival and claims purposes, and the division or interest group accounts will be charged for copying and mailing costs. Newsletters are normally copied in an 11" x 17" self-mailer format on white paper unless a specific color-stock is requested.