

*Impact Your Community Newsletter*  
Guidelines

The *Impact Your Community Newsletter* is a publication of Operation Snowball, Inc. and the Illinois Teen Institute (ITI). Articles are submitted by OS and ITI staff, OS board members, accredited OS chapters, OS and ITI volunteers and others supporting alcohol, tobacco and other drug (ATOD) use prevention. The purpose of the newsletter is to provide youth and adults with ATOD news and information, leadership development, training opportunities and other prevention resources.

It is the intention of the newsletter that articles be *free of copyright* so that they may be reproduced in other newsletters.

Original articles, of no more than 500 words, are to include a byline with both the author's name and the agency/organization name. If provided, credentials will be included in the byline, however, position titles will not be included. A phone number or address should be included either in or at the end of the article.

Clip art and photographs must digital and at a minimal resolution of 150, although 300 resolution is preferred. (Please note that most website artwork is 72 resolution and will not work in a printed publication.) Artwork may be submitted as tif, jpg or eps files.

Articles submitted that originated elsewhere should include a statement giving credit to the author. These articles must be free of copyright. If permission has been received to reprint, written confirmation should also be submitted with the article.

Information regarding programs, trainings and events can be included in an article or may be submitted in writing for inclusion in the Snowmentum calendar of events. Information should include who, what, when and where.

All submissions should include the name, phone and email of the contact person.

The mailing address for the newsletter is IADDA, 937 South Second Street, Springfield, IL 62704. The phone number is 217.528.7335. Send email to [iadda@iadda.org](mailto:iadda@iadda.org).

Publication schedule:	<u>Articles Due</u>	<u>Publication Date</u>
	Mid-August	September
	Mid-November	December
	Mid-February	March
	Mid-May	June