

Instructions for Submitting Articles for Publication in *Lyceumites in the News!*

- ✓ Scan articles to PDF format; in color if more than black & white text is involved.
- ✓ Make sure that the **title of the article**, as well as the **name** and **date of the publication** is clearly visible in the scan. If not, be sure to include this information in your transmittal e-mail.
- ✓ In your transmittal e-mail, identify the **first and last name of the Lyceumite recognized** in the article
- ✓ If submitting a video file, it should be formatted to a generic file format such as Windows Media or similar (something that won't require the viewer to download software to view it).

Third Party Media:

- Articles authored and published by third party media sources only.
- No articles written by a Lyceumite and/or Lyceumite's firm or PR firm hired by either to produce an article will be accepted.
- No editorials nor "white paper" reports produced by Lyceumites.

Personal Announcements:

- Press releases or general announcement of a Lyceumite's job promotion, new job, Board position, award or other recognition of interest.
- Announcements regarding weddings, birth of a child or other personal items of interest.
- Obituary.

(If you do not have access to the software required to convert a Word file into a PDF file, you can submit in Word format and we will do the conversion for you.)

Texas Lyceum Announcements:

This section will be authored by the Texas Lyceum.

Submit all articles to the following e-mail address: PostArticles@texaslyceum.org

The Texas Lyceum retains the sole and absolute right to reject submissions that do not follow the guidelines outlined above and/or are not deemed appropriate for publication in *Lyceumites in the News!*