



## How to Submit Material to *The Crescent*

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Serving as *The Crescent* correspondent is a fun and meaningful way to connect your chapter with International Gamma Phi Beta and alumnae. Each year, you'll have four opportunities to submit photos and updates about what has been happening at your chapter. Not only is this a great opportunity to connect with alumnae near and far, it's also a great opportunity to generate positive PR for your chapter.

### **Who submits chapter news and photographs to *The Crescent*?**

*The Crescent* correspondent is responsible for submitting chapter news and photographs to *The Crescent* for publication on a quarterly basis. If the chapter does not have a member serving as *The Crescent* correspondent, the public relations vice president will assume these responsibilities.

### **How should material be submitted to *The Crescent*?**

Email all chapter news and photos to [TheCrescent@gammaphibeta.org](mailto:TheCrescent@gammaphibeta.org).

### **What are the deadlines for material submission for *The Crescent*?**

- Fall issue – **August 1**
- Winter issue – **November 1**
- Spring issue – **February 1**
- Summer issue – **May 1**

It is important to note *The Crescent* is a quarterly publication. This means that items submitted for publication will be published up to three months after the deadline date. Late submissions may not be included, at the discretion of the editor.

### **What information should submissions include?**

*The Crescent* correspondent should submit information for the Sorority Life section of the magazine. This section includes news and updates about all chapters.

Submissions must include the following:

- Region
- State
- Chapter name
- Name of person submitting the chapter news

Submission guidelines:

- 50 words or less about chapter news or updates
- Include the “who, what, when, where, why and how”
- Include any unique details



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### Should I include photographs with my Sorority Life submission?

Photographs are not required in order to submit information for the Sorority Life section of *The Crescent*. If you choose to submit a photograph, please use the following guidelines.

Photograph guidelines:

- Send photographs of an event, recruitment, Bid Day, etc.
- Send the original image file. Do not copy photos from the Internet into an email. These photos cannot be used in print because they are not high resolution.
- Send high resolution photographs (**800KB or higher**) as email attachments. You can check the size of a photo file under its properties.

Please do not submit:

- Out-of-focus, poor quality or low resolution photos (less than 800 KB in file size)
- Photos that have filters or have been cropped or altered
- Photos with “Gamma Phi faces” or hand gestures that form the Sorority’s Greek letters
- Photos with cans, bottles, red cups, glasses, etc.
- Photos of birthday celebrations, weddings or births
- Photos of crescents on outhouses

### What kind of topics make good submissions?

Lots of topics make great submissions for the Sorority Life section. Remember, this section is about keeping alumnae engaged with what’s happening in your chapter today! Some topic ideas include:

- Sisterhood
- Leadership
- Building Strong Girls
- Scholarship
- Giving back

### I’m still not sure what makes up quality Sorority Life submission for *The Crescent*. What should I do?

Check out the examples on the next pages to spark inspiration and gain insight into what types of updates you could submit on behalf of your chapter.



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### Sample Submission 1

During the University's homecoming weekend, the Omega Omega Chapter hosted its inaugural alumnae brunch. Collegiate and alumnae sisters were able to bond and network with each other over delicious food.

### Sample Submission 2

Omega Omega Chapter sisters hosted their Moonball kickball tournament and were thrilled with the turn out from the Greek community! Everyone enjoyed watching the tournament, raising awareness of healthy lifestyles and raising money for Girls on the Run.



### Sample Submission 3

The Omega Omega Chapter began the semester with a weekend retreat and camping getaway. The weekend was filled with swimming, laughter, bonding, barbeque and s'mores. Sisters enjoyed each other's company and get to know everyone better.



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### Sample Submission 4

Omega Omega Chapter welcomed its largest new member class in January. They enjoyed Bid Day and are excited to see what is in store for them this year!



### Sample Submission 5

Omega Omega Chapter sisters participated in a Girls on the Run 5k. Some members were running buddies, while others cheered the runners on from the sidelines of the course. The chapter enjoyed seeing how much fun the runners had and look forward to participating again!