

College of Arts & Sciences Newsletter Submission Guidelines

Updated 9/23/26

The College of Arts & Sciences welcomes submissions that highlight the achievements, events, and community contributions of our faculty, staff, and students. Please review the guidelines below to ensure your news can be featured in an upcoming issue.

Priority Content Areas

Faculty & Staff News

- Calls for nominations and funding opportunities
- Milestone awards, grants, honors, publications, and recognitions
- Community-engaged scholarship
- Staff awards and achievements

Student News

- Scholarships, fellowships, presentations, publications, and awards
- Community engagement or service

Dean's Office and Unit Events and Updates

- Lectures, workshops, or gatherings
- Community-engaged or interdisciplinary events
- Major unit announcements
- New programs or initiatives
- Highlights of collaborative work or community impact

What to Include in Your Submission

To help us prepare your item for publication, please submit:

- Your name, unit, and contact information
- Complete story (100–125 words) written for a general audience
- Why it matters to our community (student impact, NM relevance, scholarly significance)
- Links (*UNM News* articles, RSVP forms, unit pages, publications, etc.)
- High-quality photos
- Correct titles, ranks, and affiliations

What Makes a Strong Submission

A strong submission is:

- Timely (ideally within the last 30–60 days)
- Clear, concise, accessible, and ready for publication without extensive rewriting
- Aligned with A&S strategic priorities
- Actionable (attend, apply, read more)
- Ready for publication without extensive rewriting

Unit Event Submission Requirements

- Event title
- 1–2 sentence description
- Date, time, and location
- RSVP or registration link
- Image or flyer
- Contact person for questions
- Accessibility information (or ADA request contact)

Photo Guidelines

- Minimum width: 100 dpi at 1500px on the long side
- Identify individuals pictured
- Photo credit
- No screenshots of flyers or posters

What We Don't Accept

- Non-UNM or non-Foundation fundraising
- Non-College/unit events
- News older than 30–60 days without compelling context
- Incomplete submissions
- Content not directly connected to A&S audiences or priorities
- Flyer images alone (must include text content)

Submissions subject to review. We may edit for length, clarity, or decline to publish.

Updated 9/2024