

College of Arts & Sciences Newsletter Submission Guidelines

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

- Awards, honors, and recognitions
- Grants and newly funded research projects
- Publications and creative works
- Media coverage
- Community-engaged scholarship
- New hires, promotions, and retirements
- Calls for nominations and funding opportunities

Student News

- Scholarships, fellowships, and awards
- Research presentations and publications
- Student-led or collaborative projects
- Community engagement or service
- Graduate milestones and major accomplishments

Events

- Public lectures, workshops, conferences, and exhibits
- Application or registration deadlines
- Unit open houses and academic programming
- Community-engaged or interdisciplinary events

Unit Updates

- New programs or initiatives
- Major announcements
- 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, research significance)
- Links (*UNM News* articles, RSVP forms, department pages, publications, etc.)
- High-quality photos (horizontal preferred), with:
 - Individuals identified (left to right)
 - Media releases for students if required
- Correct titles, ranks, and affiliations

What Makes a Strong Submission

A strong submission is:

- Timely (ideally within the last 30–60 days)
- Clear, concise, and accessible—avoid jargon
- Aligned with A&S strategic priorities, including student success and community engagement
- Actionable, when relevant (attend, apply, read more)
- Ready for publication without extensive rewriting

Event Submission Requirements

- Event title
- 1–2 sentence description
- Date, time, and location
- RSVP or registration link
- Contact person for questions

- Accessibility information (or ADA request contact)

Photo Guidelines

- Horizontal images strongly preferred
- Minimum width: 1200px or 3MP
- Identify individuals pictured
- No screenshots of flyers or posters
- Use official UNM headshots when appropriate

What We Don't Accept

- Non-UNM or non-Foundation fundraising
- 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.

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