

Submission Policy

Articles and stories that have national significance or uniqueness should be submitted to your region's Director of Publicity. These seven brothers serve as associate editors of the magazine.

SUBMISSION TIPS:

Submit articles relating to the fraternity's traditional programs of service (e.g. special conference, programs, community service projects, fund raising programs, scholarships, etc.)

Articles relating to the upcoming issue's specific theme are encouraged.

Sigma success stories should be related to promotions, job changes, awards, etc. Sigma men are smart and in demand. So, events like receiving an advanced degree: being invited to speak; and honored by local organizations are common occurrences.

Good photography makes good magazines. Planning for action shots by studying newspapers and magazines will help to produce an outstanding picture. Using someone versed in photography to take photos for your events is often a good idea.

You do not need to identify where to crop photographs unless you're trying to cut out a certain aspect of the photo. Identify individuals from left to right and tell the "what, when and where" of the photo.

PLEASE DO NOT MAIL YOUR SUBMISSIONS WITH A SIGNATURE REQUIRED FOR DELIVERY. CHECK AND SIGN THE WAIVER TO LEAVE AT THE DOOR.

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Conditions that meet The Crescent requirements:

1. News releases should not exceed one typed, double-spaced page including the heading.
2. News release content should be timely, and to-the-point. Submit your material by the deadline dates.
3. Use white bond paper.
4. Use only one side of the paper.
5. Every article is on a separate sheet of paper, with its own heading.
6. Use upper/lower case characters for all copy and normal fonts.
7. Include chapter name, region, and name and phone number of a contact person on all news releases, articles or stories.
8. Designate the section for which your article is being submitted: Features, Around the Regions, Behind the Scenes, From the Campus, In Focus, In Memoriam, In Our Own Words, Letters, Our Zeta Sisters, Social Action, Sigma Potpourri, or Spotlight.
9. Articles, stories or news releases accompanied by a photograph must have an appropriate caption typed at the end of the article.
10. Professional 4x6 or 5x7 glossy prints are preferred.
11. Apply an adhesive label on the back of the photo with your chapter's name and the story heading, event, caption or any other identifying information.
12. Protect your photo with cardboard reinforcement.
13. Electronic submissions are acceptable and encouraged. If you type your stories in Microsoft Word and submit a disk with the hard copies & pictures, it would make including your article easier.
14. If you want your pictures returned, please include a self-addressed, stamped envelope with your submission.

Conditions that will result in a return of your article or photograph:

1. Handwritten articles, stories or news releases
2. Too many submissions from your chapter. Limit to one (1) article, news release or story per section for each issue
3. Articles sent via fax.
4. Use of all capital letters, strange or ornate fonts that make the article unreadable or unscannable.
5. Color or black and white copies (Xeroxes) are not photographs!
6. Avoid sending oddly sized cutouts and Polaroid photographs.
7. Photos damaged by the use of paper clips, tape, rollerball pen or felt markers.
8. The photo appears underexposed or too dark.

It is strongly suggested that chapters consult with their respective Regional Director of Publicity (Associate Editor) prior to submitting an article to The Crescent.