

Leopard Spots
Submission Policy & Formatting Guidelines
Revised 9/23/2009

Submission Policy

1. All submissions are subject to approval by the principal and must meet the guidelines in the Lafayette School District Governing Board Policy #1325.
2. The deadline for all submissions is 5:00 pm Friday for the subsequent Tuesday release.
3. Our goal is that submissions be not more than five sentences of concise readable text and are subject to edit.
4. Reruns: There may be a maximum of two consecutive inclusions of the article/topic/event in a row. Reruns appear towards the bottom of Leopard Spots, newer items appear at the top typically in chronological order.
5. If there is a request for an every other week submission, the item must be resubmitted every other week.
6. Requests for PDF attachments will be granted provided that guidelines under #1 above are followed. Submit the attachment in Word and the editors will create the PDF. (Submissions already in PDF are fine.)
7. All requests for attachments that are not in PDF format must be collated and distributed to school by the source. Attachments go out the last Tuesday of every month.
8. Special Bulletin Policy*: The principal must approve any request for a special bulletin. Items taken under consideration may include announcements pertaining to child safety of an urgent nature, neighborhood alerts, reminder of important school/PTA events and fund-raisers, and time sensitive corrections to Leopard Spots.
*These bulletins are unique by nature and exceptions to general Leopard Spots Submission Policy.

Formatting Guidelines

1. Submit all items to leopardspots@lafayettepta.info not to the Editors directly.
2. All submissions, however brief, should be submitted in a word or text file in 10 point. Arial font whenever possible.
3. Keep submissions concise.
4. Avoid excessive embellishments as in overuse of exclamation points, bolding, italicizing, underlining, all caps, and use of ellipses (...).
5. Minimize/eliminate files/images for downloading; they are rarely downloaded and add to the formatting process..
6. Phone numbers should be displayed with the "-". Use area codes for numbers outside 925 only.
7. -a.m. and p.m. should follow this convention.
8. -numbers one through nine are spelled out.