

MEMORANDUM

To: CCID Membership
From: Bob Keener, Newsletter Editor, Sinclair Community College
Subject: Newsletter Transition and Changes
Date: August 18, 2009

As you may have heard the CCID newsletter, "The International News" has moved from Daytona State College and will now be edited and produced by Sinclair Community College beginning with the fall edition. I will be the editor. "I want to thank Don Matthews and his staff at Daytona State for their dedicated work and enhanced quality they brought to the newsletter."

While planning for this change took place it was felt that a new feature to the newsletter was in order. The change is that CCID will now accept longer, professional, and more in-depth writing on international issues impacting the community college. These submissions may be of indefinite length, but we will print a summary of up to 1,000 words in the newsletter print version, and the full article will be printed in the electronic version of the newsletter posted on the CCID web site. These articles will deal with international themes relating to community colleges such as, but not limited to: recruitment and retention of international students; impact of budget reductions on international program operations; policy measures in study and travel abroad; training needs for faculty preparing to lead study abroad programs for the first time; summaries of international education research findings; and so on.

This will be in addition to the stable of articles we have on CCID programs and initiatives and reporting of individual college international programs. These important components of the newsletter will not change.

In these difficult economic times the newsletter will move to three editions a year with a maximum of 20 printed pages. If we have more articles and photos than 20 pages can hold, those additional articles and photos will be contained in the electronic edition of the newsletter. I want to emphasize that all submitted articles will be contained in either the printed or electronic version of that particular newsletter edition.

Article submission deadlines for the 2009-10 academic year are:

- Solicitations for article contributions for the Fall newsletter go out by August 18, 2009, and articles must be received by Friday, September 18, for an anticipated mid-October delivery of the newsletter. **This is your solicitation to submit articles for the fall newsletter.**
- Solicitations for the Winter newsletter go out by January 13, 2010, and articles must be received by Monday, February 15 for a late March delivery of the newsletter.
- Solicitations for the Spring newsletter go out by April 1, 2010, and articles must be received by Monday, May 3 for a late May delivery of the newsletter.

Newsletter Guidelines

1. To print a submitted article and related photos we must have the **author's name and contact information**.
2. Articles may be about anything international your college is working on with or without CCID involvement. Faculty experiences, international visitors, student activities, study abroad programs, economic development activities, etc. are some of the kinds of topics on which you may wish to report.
3. The "traditional" articles should be kept to about 400 words in length or less. If you are submitting an in-depth article, please provide both the 1,000 word summary and the complete article.
4. Please **do not imbed photos** into your text. Send photos separately from your text articles as attachments.
5. All articles should be sent by e-mail attachment as a Microsoft Word file. Please make sure that your **articles have titles** and are not formatted (don't underline, bold or center, etc.).
6. If e-mail is not available to you, please send your submission on a CD in Microsoft Word. Faxed articles will not be accepted.
7. Pictures are encouraged. Black and white and color photos may be submitted. Please submit photos as attachments or mail photos that do not have to be returned. **Photo captions must be provided** and be short. When sending photos electronically, please send them as a JPEG file with as high a resolution as possible with a minimum resolution of 300 dpi.
8. All articles and photos will be edited. Articles written for other publications or purposes may not be appropriate and will not be published if they require substantial editing.
9. CCID will now accept longer, professional, and more in-depth writing on international issues impacting the member college. These submissions may be of indefinite length, but we will print a summary of up to 1,000 words in the newsletter print version, while the full article will be printed in the electronic version of the newsletter posted on the CCID web site. These articles may deal with international themes relating to member colleges such as, but not limited to: recruitment and retention of international students; impact of budget reductions on international program operations; policy measures in study and travel abroad; training needs for faculty preparing to lead study abroad programs for the first time; summaries of international education research findings; and so on.

Your article submissions should be sent to:

Bob Keener
Sinclair Community College
444 West Third Street
Dayton, Ohio 45402
E-mail bob.keener@sinclair.edu, Ph 937-512-5306