

Spring 2017

DAMN NEWSLETTER

*News, notes, and nit-picks for members of the Class Secretaries Association
from the editors of Dartmouth Alumni Magazine.*

DEADLINES: Thank you all for hitting these deadlines so regularly — it ensures we can continue to build the issue around the Class Notes section. The deadlines remain the same as last year, copy due to me by the 28th. **Columns submitted past that deadline will be held for the subsequent issue.** Look for your galley proof by the 10th of the month after it was due, and please get me any corrections you might have to that proof by the 21st of the month of receipt. **Please note that at this point in the process we are taking only corrections to errors (typos, wrong dates, misspelled names, etc.) and are not tweaking text.** The column for the July/August issue, for example, is due April 28; galley proofs come to you for proofing by May 10; and you can email or call in any corrections by May 21). The deadlines:

Due (Email)	Issue	In your mailbox
April 28	July/August	mid-June
June 28	Sept./Oct.	mid-August
August 28	Nov./Dec.	mid-October
October 28	Jan./Feb.	mid-December
December 28	March/April	mid-February
February 28	May/June	mid-April

WORD COUNTS: We welcome class secretary Dorian Allen '17 to the pages of Class Notes this fall, which means it's also time to move some classes into different word-count brackets. These word counts will go into effect with the Nov-Dec (due August 28). **Please note that columns that go over the word count will be cut from the bottom.** Please also note the word count for your year:

Classes 1938 to 1962:	350 words
Classes 1963 to 1987:	500 words
Classes 1988 to 2017:	600 words

LOOKING AHEAD: As we head into spring (and ignore the 6 inches of snow that blanketed Hanover a couple of days ago), *DAM* is working on a greatly improved online archive, enhancing online access to the issue through various mobile platforms, and putting together the summer issues. We are focused on stories about on-campus dining, Vietnam veterans, African Internet developer Nii Quaynor '72, actor David Harbour '97, the house communities, Baker-Berry libraries, the College's new chief investment officer and seniors' post-grad plans, to name just a few.

HOW TO SUBMIT YOUR COLUMN FOR PUBLICATION: Copy must be sent in a Word document. Now that iPad has Word, this should be possible across all platforms. Using Word enables you to submit all copy per *DAM* style: with single spaces between sentences, boldface on classmate names (on first reference only), full quotes before and after quoted materials, italics for book titles, TV shows, etc. **We have increasingly been running across issues with embedded formatting — which can lead to a pricey fix when the issue is on press.** Copy comes in from a variety of sources (a website or friend's iPhone, for example), and although you and I might not know it's there because we cannot see it, embedded formatting can print in the end — as garbled text. To prevent costly changes on press, please make sure to clear all formatting. To do this on a Mac, select "Edit" on the bar across the top of the screen, select "Clear" and then "Clear Formatting." Then go ahead and format those words that need to be boldfaced (classmate names on first reference) and italicized (book titles, TV shows, etc.). Also, please make sure you are not using the "Track Changes" option — as the original, uncorrected text is often what imports into the layout program, and I cannot tell the difference on screen.

DEPARTING SECRETARIES: Many secretaries' terms expire during reunion. We are sorry to see you go, but before you put away your pen, we seek a couple of favors:

- Please write the reunion column for the September issue (due June 28). New secretaries are still enjoying that glorious high of being elected when the deadline for the September issue passes by.
- Please contact me — or have the new secretary contact me — as soon as possible. I like to send out deadlines and manuals quickly so they have plenty of time to prepare for their new duties.

IN STYLE: Just a couple of style notes to keep uppermost when typing:

• **Please remove ALL formatting when you first assemble your copy, then add the boldface (classmates on first reference) and italics (primarily for the titles/names of larger works such as books, movies, etc.).**

• **States: Spell them out in ALL instances** except in complete postal addresses and for these select cities: Atlanta, Baltimore, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Detroit, Honolulu, Houston, Indianapolis, Las Vegas, Los Angeles (which may also run as L.A.), Miami, Milwaukee, Minneapolis, New Orleans, New York City (or N.Y.C.), Oklahoma City, Philadelphia, Phoenix, Pittsburgh, St. Louis, Salt Lake City, San Antonio, San Diego, San Francisco, Seattle.

• **Titles, degrees, departments, etc.:** Lowercase in almost all instances, especially when those titles double as job descriptions (*religion professor Suzannah Heschel*)

• **Uppercase/lowercase:** Lowercase names of organizations and groups unless the full proper name is used: *board of trustees; Divest Dartmouth*. A good general rule of thumb: Lowercase whenever there is more than one/if it's a general noun (there are 70-plus class executive committees, for example).

OBITUARIES: *DAM* publishes obituaries online at dartmouthalumnimagazine.com. To ensure accuracy, we have established an obituary process that covers three priorities: It makes sure the alumni records office learns of and properly records a death, that the secretary/necrologist receives the confirmed details of death, and that the secretary/necrologist receives any relevant information—most importantly any communications and obituaries sent by families/friends of the deceased—from my office. The word limit for obituaries is 250; there is now the opportunity to post additional remembrances and memorial information on the website (click on the “Post a Remembrance” button). Some of you occasionally ask family or friends to write obituaries. That's fine with us, but in those cases you'll have to play the role of editor: Make sure contributors know they are writing the obituary at your request and that you will need to submit it to me. Also, alumni relations, as a service to class secretaries and necrologists, emails batches of death notices as alumni records processes them—contact Angela Stafford '91 at angela.b.stafford@dartmouth.edu if you would like to be added to the list.

There are three steps essential to the process:

1. Contact Michelle Brown in Alumni Records (603-646-2253 or michelle.l.brown@dartmouth.edu) when you hear of a death so that she can begin the process of creating the death notice and closing the alum file and getting those materials over to me.

2. Wait for receipt of alum file materials from my office; this will come in an envelope with *DAM* as the return address. Use the enclosed death notice and any additional materials (clippings, family letters, obituaries, questionnaires, etc.) in writing or confirming details in any obituary.

3. Send me the obituary for publication. The deadlines for obituaries are two weeks *after* the column deadlines; we have a bit more breathing room here, as the obituaries do not need to be rushed into print.

CLASS OFFICERS WEEKEND: Class Secretaries Association President Victor Rich '61, Vice President Stan Weil '79 and I have begun discussing the annual gathering of class secretaries and necrologists, scheduled for the morning of Saturday, September 16. (Details on the full weekend's events will come from alumni relations this summer.) In the meantime, here are some best practices for gathering column content from a recent session:

• Ask a question of all classmates via email, such as: “In 25 words or less, tell us where you would go on campus if you were bringing your kid back?” or “Who inspired you and why?”

• Use Facebook as a jumping-off point to start gathering news, follow up with direct email to classmate.

• Create a column theme and email classmates — “what are your New Year's resolutions?” — and ask responders for emails of their friends and additional contacts.

• Bring a notebook and pen to jot down names and details when you go to any Dartmouth-related events.

• Don't feel you need to hit the word count — even one paragraph is much, much better than none.

GETTING IN TOUCH — I work in the office weekday mornings, Mondays through Thursdays, and can be reached at (603) 646-3086. The answering machine is there to take your calls and column corrections. Please leave a message on the machine, and for those who need a response, I'll get back to you as soon as I get a chance. The quickest way to contact me is via email, classnotes@dartmouth.edu or theresa.m.dorsi@dartmouth.edu.