



Excellence in Education

SUBMISSION REQUIREMENTS

Teachers,

The Fall 2009 edition of *Excellence in Education* will be published October 26, 2009. The district would like all teachers to consider submitting articles for this issue to highlight all of the awesome things you and your students are doing. Please follow the requirements below for your submissions:

TYPED ARTICLES:

- Articles must be about events between the 4th 9wks of the 2008-2009 school year and the 1st 9wks of the 2009-2010 school year.
- Articles must be typed and saved as **.DOC** file using Microsoft Word or the Open Office Writer.
- Article must be typed in paragraph form and tell a story including details.
- Include a headline for your article.
- Include the writer's name, title (teacher, principal, librarian, etc.), and school.
- If there is a picture to go with the article, be sure to include a caption with names and description of the photo.
- Save the article document with a relevant filename including the school name.
(example: oghs_star_student.doc)

PICTURES:

- Pictures must be saved as **.JPG** and the filename must include the school name.
(example: oghs_star_student.jpg)

SUBMITTING YOUR ARTICLES (for Oak Grove schools only):

- All submissions are due **October 7, 2009**.
- Submit to Becky Sanders at Oak Grove High School.
- Submit both the article and photo files.
- E-mail to Becky at becky.sanders@lamarcountyschools.org OR burn files to a CD, label the outside of the CD, and send to Becky at the high school.
- Submissions failing to meet these requirements will not be published in the paper.

Thank you,
LSCD Public Relations Committee