**FAAN Mail Submission Guidelines**

The following guidelines are meant to provide insights on the types of submissions the Academy will approve for publication in the FAAN Mail newsletter. These items should be timely and strictly related to professional accomplishments. [Achievements can be submitted through this form.](#)

**Criteria for Sharing Fellow News**

*Submissions should be timely, preferably within a month of occurring.*

- Priority will be given to policy work, such as the delivery of testimony to federal or state policy makers
- Awards or honors Fellows have received
- Appointments of Fellows to federal, state, or local government or otherwise high-profile boards, commissions, and task forces
- Significant career changes or promotions
- Federal funding awarded
- Publishing of peer-review articles or publications (and awards granted)

Submissions that **will not** be published include those that are:

- Dated (older than 3 months);
- Personal (rather than career-oriented);
- Promoting fundraising events;
- Promoting or endorsing candidates for office; or
- Inconsistent with the Academy’s mission and vision.

*The Academy may choose not publish items that:*

- Recognize the same Fellow more than twice per year
- Promote conferences, workshops, or webinars

**Disclaimers**

- In some cases, FAAN Mail may not be the best outlet for sharing information. The Academy may choose share submissions through social media as an alternative.
- The Academy assumes all items received are accurate and free to share publicly and accepts no responsibility for information being released prematurely.
- Submissions may be edited for brevity.
- All items in FAAN Mail are included at the discretion of Academy staff and will be published in the subsequent edition of FAAN Mail.

*Questions? Email Ellie Cook, Strategic Outreach Manager, at ecook@aanet.org.*