

## **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@aannet.org](mailto:ecook@aannet.org).*