

# Matador News

## Procedures for Submitting Articles

### To qualify for submission the article must:

1. Use Submittal Form: Submission must be provided in electronic format (.doc for articles) and emailed to [MatadorNewsA10@mhspc.org](mailto:MatadorNewsA10@mhspc.org) and [MatadorNewsB10@mhspc.org](mailto:MatadorNewsB10@mhspc.org). The Subject line must read "Submittal for Matador News - mm/dd/yy" for the Friday publication date.
2. Describe the reason the article is being submitted (suggested length 20-100 words).
3. Not be a press release, flyer, or brochure used for advertisement, or be mostly self-promotion or hype for the submitter or others.
4. Have proper English, spelling, grammar, punctuation, capitalization and sentence structure. Recognizing that there is variation as to what is considered "proper English," the article must at least be internally consistent. It must also be proofread.
5. Author Name required.
6. Website Links/URLs: Make sure links work.
7. ARTICLE CATEGORY: Choose the best category for your article:
  - Message from Principal
  - MPC President's Message
  - School News
  - Teacher News
  - Information about Fundraisers
  - Student News
  - VPA
  - Boosters
  - Class News
  - Cafeteria Corner
  - Community News
  - Calendar at a Glance

### Review, Acceptance, or Rejection for Matador News

- a. SUBMITTAL FORM: must be provided in electronic format (.doc for articles) and emailed to [MatadorNewsA10@mhspc.org](mailto:MatadorNewsA10@mhspc.org) and [MatadorNewsB10@mhspc.org](mailto:MatadorNewsB10@mhspc.org). In the Subject line-"Submittal for Matador News - mm/dd/yy" for the Friday publication date.
- b. Articles submitted are reviewed and edited by the corresponding organization's editor/content manager.
- c. All submittals should be checked for accuracy.
- d. All submittals are subject to editing for space, clarity, and conformity with editorial guidelines.
- e. PC Editor emails Draft to Adam Clark, Principal, Patty Calder, PC President & VP of Communication to proofread and approve by Monday 5PM. Review and feedback to be completed by Tuesday 5PM.
- f. PC Editor makes appropriate changes. Newsletter to be distributed via email Wed AM.
- g. **Submittal Deadline:** Wednesday noon - week prior to publication.

### Contacts:

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