



## Guidelines for *SharkBytes*' Submissions

Adhering to the guidelines below will help to minimize the number of formatting changes and edits that Internal Communications must make before publication. Thank you for your cooperation.

Please keep these guidelines in mind when submitting your information:

- All submissions should be emailed to [Sharkbytes@nova.edu](mailto:Sharkbytes@nova.edu)
- **Deadline is every Friday end of day.** If you know you will have an additional item that cannot meet the deadline, please notify [Christie Williams](#) and she will try to make necessary adjustments.
- Submissions should be written in paragraph form; 2-3 paragraphs should suffice. *SharkBytes* is supposed to be a quick read, therefore please keep submission brief. **We can always refer readers to a URL for more information.** Paragraphs should include the basic information: **Who, What, When, Why and Where, (when appropriate) Contact name, email and/or phone number.**
- Items should have a suggested headline or title. Headline should be bold in upper and lower case and exclude excess punctuation such as exclamation points. *For example:*  
**NSU to Host 7th Annual Shark Shuffle this Sunday**

- Include credentials behind person's name. NSU style is never to say "Dr. Richard Smith," rather: Richard Smith, M.D.
- If submission is an upcoming event, please be sure to include whether the event is free or the cost.

If you don't have all the details for an event, we can always run a "Save the Date" notice and include more information in the next edition of SB.

- Photos are always welcome. For individual items, please give IDs and caption information.
- Photos should be attachments as JPEG files, not embedded in an email. Label photos with the same name as the story so that we will know which story they accompany. *(Example: If story title is DisabilitiesExpo, label picture DisabilitiesExpo.jpg, etc. not 0012.jpg)*
- For photo galleries, we may not need IDs for each picture. Our maximum amount of photos for a gallery is 12. If you have additional photos you would like to post, we can always refer the reader to a URL where you have more photos housed.
- We will always do our best to keep edits to a minimum, but please be aware that **we reserve the right to edit all submissions** for University style, length, etc.
- Items should be timely. We also reserve the right not to publish items too far in advance *(Example: An item submitted in June for an event in September may not run until August.)*