

# Guide to NFPW Publications and Social Media

In addition to the news and resources available on NFPW.org, NFPW offers a monthly email newsletter or E-Letter and quarterly Agenda newsletter/magazine. We welcome submissions for all three.

## E-Letter

**How to submit:** Email items to NFPW President Karen Rowley at [president@nfpw.org](mailto:president@nfpw.org)

**What to submit:** Short articles on affiliate events, member news, and calendar items. Include photos and artwork such as a book cover if available. Please limit submissions to 400 words. However, longer articles can be linked to be posted in their entirety.

**When to submit:** The NFPW Admin Office will send an email each month with deadline information. The E-Letter is published as close to the first of the following month as possible.

## Agenda

**How to submit:** Email items to Agenda Editor Cathy Koon at [cakoon52@cableone.net](mailto:cakoon52@cableone.net)

**What to submit:** Articles and/or photos about special affiliate events and member accomplishments, and submissions for special issues or topics as requested by the editor. Please include photos and artwork when possible. Articles must include a byline that contains the author's home state or affiliate. Photos must be accompanied by cutlines. Word counts are flexible and up to the editor's discretion; a general guideline is 400 words per page of the newsletter. When in doubt, ask the editor.

**When to submit:** ***Agenda submission deadlines:***

- Sept. 30 for a publication date of Oct. 20
- Dec. 30 for a publication date of Feb. 1
- May 10 for a publication date of June 1
- Aug. 10 for a publication date of Sept. 1

## NFPW.org

**How to submit:** Email items to [info@nfpw.org](mailto:info@nfpw.org) to submit to NFPW headquarters

**What to submit:** Articles on affiliate events, member news, and calendar items. Please include photos and artwork when possible. While word counts online are flexible, please limit articles to 800 words.

**When to submit:** Anytime.

### *Other Social Links*

[NFPW Facebook Group](#) (requires login)

[NFPW Facebook](#) (open to anyone)

[NFPW Twitter](#) (open to anyone)

[NFPW YouTube](#) (open to anyone - new site started in spring 2016.)

[NFPW LinkedIn](#) (requires login)

[NFPW Flickr](#)

## Ad Rates for AGENDA

- Full Page 8.250 x 10.625 = \$50
- Half page 8.250 x 5.175 = \$30
- Half page 4.063 x 10.637 = \$30
- Quarter Page 8.250 x 2.476 = \$15
- Quarter Page 4.064 x 5.2 = \$15
- 1/8 page 1.875 x 10.563 = \$10
- 1/8 page 4.075 x 2.476 = \$10

Discounts are available for multiple runs of the same ad.  
(Exact ad sizes can be viewed on pages 2-4 of this rate card.)

## Ad Specifications

- Ads must be submitted in JPEG format, camera-ready.
- Design and content of ads are the responsibility of the advertiser. The AGENDA editorial staff has the final say on the whether ad content is appropriate.
- Payment must be made at time of submission.
- Payment by check should be send to NPFW Headquarters, P.O. Box 3007, Mechanicsville, VA 23116-0026.
- Payment can be made by credit card over the phone (804-746-1033).

## Deadlines for Submission

- **Sept. 30** for a publication date of Oct. 20
- **Dec. 25** for a publication date of Feb. 1
- **May 5** for a publication date of June 1