

The following are ComUNICO Rules that must be strictly adhered to in order for a Chapter and/or a Committee's submissions to be included in an issue of ComUNICO:

1. Each Chapter is limited to 300 words per issue. This includes the number of words in a column and captions.
2. The only titles to be included in captions are for National Officers and Chapter Presidents. Do not identify other Chapter Officers by title.
3. If more than 10 people appear in a picture, do not identify each of them.
4. Abbreviations are not to be used. The only title to be abbreviated is Vice President (VP).
5. All articles and captions are to be submitted in Times New Roman font, 11 font size and in black.
6. Photo File Name should be identifiable to the corresponding caption.
7. A Chapter is allowed a maximum of 6 pictures per issue for a regular event.
8. All award recipients (ie...Scholarship, Brian Piccolo) should be included in one picture. Do not send multiple pictures from an event with one recipient per picture.
9. Only pictures attached to an e-mail will be accepted. Pictures embedded in an e-mail will be returned to the Chapter and not included.
10. All submissions should be sent to comunico@unico.org. Submissions sent to any other office e-mail address will not be included.
11. The deadline for submissions is 5:00 PM on the designated day.
12. Photos coming in after a holiday will not be included in the next issue, if deemed to be untimely. ComUNICO should reflect the current time of year.
13. Articles cannot contain copyrighted materials. All articles must be original and completely written by the person submitting the article. An article compiled from information that was cut and pasted from other sources is considered plagiarism.

The following are ComUNICO Guidelines for a Chapter to follow:

1. Photos should be sent in landscape not portrait form.
2. Do not send in blurry pictures.
3. Review all submissions prior to sending for grammar and punctuation.