

Guidelines for *LPR* Announcement Page Updates

Our website provides information on *Little Patuxent Review* and gives voice to the publishers, editors, contributors, partners, sponsors and readers of the journal. To better align the [Announcements page](#) with this focus, we now limit updates posted there to ones coming from these people and organizations.¹

If you or, in the case of partners and sponsors, your organization has a new event, exhibit, appearance, publication, honor, public mention, service or other arts-related occurrence you'd like to publicize, send a MS Word document and a single digital image as separate email attachments to the *LPR* online editor:

onlineeditor@littlepatuxentreview.org.

Note: we no longer accept all-purpose PR materials such as press releases.

Prepare your update as follows (see the Announcements page for examples):

Text

- Limit the total number of words you use to 100 or less.
- Provide a short title that starts with the name of the featured person or organization.
- Follow that with a succinct summary of what you want to publicize.
- Conclude (if applicable) with the date, time, place, location, cost and point of contact for further information.
- Add hyperlinks to key information items.
- Fact-check and spell- and grammar-check everything.

Image

- Select something that is suitable to be shrunk to thumbnail size.
- Use a common digital file format such as .jpeg.
- Do not provide captions.

We take pride in the *LPR* community and look forward to learning what's new!

¹ For the purposes of the Announcements page, "readers" is narrowly defined. To qualify as someone who can send updates, you must have interacted with *LPR* in some substantive manner.