



Office of  
Children's Services  
Empowering communities to serve youth

# CSA Today Newsletter Submission Guidelines

## Overview

**CSA Today** is a quarterly newsletter produced by the Office of Children's Services (OCS) and targeted specifically to those involved in the provision of children's services throughout the Commonwealth of Virginia. The main purpose of **CSA Today** is to distribute information related to the Children's Services Act and functions of the OCS; however, it also includes articles which highlight stake holder initiatives and announcements of important upcoming events. If you have something you would like to share with CSA colleagues and other stakeholders around the state, please use the following submission guidelines for inclusion in future editions of **CSA Today**.

## Contact Information

All submissions as well as questions about posting articles or announcements in **CSA Today** should be directed to:

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<http://www.csa.virginia.gov/index.cfm>

## Submission Deadlines

We accept articles for publication in **CSA Today** on a rolling-basis; therefore, there is no submission deadline. This is a quarterly newsletter with publication dates scheduled for January, April, July, and October; however, these dates are subject to change without notice. If an article contains time-limited information, please be sure to submit to OCS as soon as possible to ensure a timely dissemination.

## How do I submit my article or announcement?

The preferred method of submitting the text for your article or announcement is as a Microsoft Word (.doc or .docx) document. Submission of accompanying photos, graphics, and/or videos is encouraged; however we ask that you do not embed these within your document. Our editor will work with you to make sure they are placed correctly within your article. Photos (submitted as .jpg, .jpeg, or .gif), graphics, and text should be sent as an attachment in an email to [kristi.schabo@csa.virginia.gov](mailto:kristi.schabo@csa.virginia.gov). Please follow the guidelines below for formatting text and photos/graphics for submission.

# Text Format Guide for CSA Today

## Required and optional information when submitting your article or announcement.

**Headline** – This will appear at the top of the article or announcement.

**Sub-header (optional)** - The sub-header is often used to highlight the date of the event, deadlines, or other important information.

**Author** – This will appear in the “submitted by” section at the top of the article or announcement. If you want any contact information (e-mail, phone, address) included, please make sure it is clearly listed within the document.

**Main Text** – the main body of the article or announcement should include all relevant details (i.e., Who, What, Where, When, Why, How). It is also helpful to include any related hyperlinks within the text to provide the reader with supplemental information and contacts.

**Related Links (optional)** – In addition to any relevant hyperlinks appearing in the main text, you may also want to include additional hyperlinks which are related to your topic but do not appear within the body of your submission.

**Image (optional)** – Images make articles more engaging and we welcome the inclusion of pictures, graphics and video clips in submissions as long as there is permission for their use. Images to be included in the top section of the article should be no more than 250 pixels wide while images to be included at the bottom of articles should be no more than 500 pixels wide. If you are not familiar with how to resize images, you can find directions on how to do this through a quick web search on “how to resize an image in \_\_\_\_\_ (whatever imaging program you use).”

**Note** – Please be sure to cite any references (if necessary) and be aware of the need for consent/permission in your process of drafting your article/announcement.

**Editing** – It is the desire of the **CSA Today** editing staff to accurately represent all submissions; therefore, staff works closely with authors to refine all articles/announcements submitted for publication. In order to maintain the appropriate content and size of the newsletter, it may be necessary to edit, change or omit certain content, including graphics. If this is deemed necessary by editorial staff, authors will be contacted and granted an opportunity to view the revised article prior to submission. Also, due to content of specific articles, it may be appropriate to postpone their publication to an issue that is more applicable to the article’s topic material. If this situation should arise, authors will be notified of the postponement by editorial staff prior to the newsletter publication date.