

# MUIRWORDS

(MUIR COLLEGE'S WEEKLY E-NEWSLETTER)

**Muirwords** is John Muir College's weekly e-newsletter edited by the Executive Assistant to the Dean. Muirwords is an excellent resource for Muir College organizations to:

- Highlight past and current events
- Recruit new members and market your student org
- Advertise upcoming events and programs
- Inform the Muir Community about fun opportunities
- Share important announcements such as academic deadlines, schedules, etc.
- And more!

For comments, feedback, suggestions, or to subscribe please e-mail [muirwords@ucsd.edu](mailto:muirwords@ucsd.edu)

## GUIDELINES FOR MUIRWORDS SUBMISSIONS

We invite and encourage all Muir College organizations to submit their announcements to Muirwords.

If you would like to contribute to our weekly e-newsletter, please review the following guidelines:

<b>DEADLINE</b>	<p><b>The deadline for all submissions is every Friday (of the academic year) at 12PM (Noon).</b> Muirwords is sent out the following Monday (or following business day if it is a three-day weekend).</p> <p>All submissions must be print-ready and finalized when sent. <b>Please e-mail finalized submissions to <a href="mailto:muirwords@ucsd.edu">muirwords@ucsd.edu</a> by the deadline. Late submissions may not be included in the newsletter.</b></p>
<b>VOICE</b>	<p>Submissions should be informative, concise, and speak to a broad audience. Avoid using acronyms, as readers may not know what you are referring to. Entries should be more formal than a Facebook post, but still be fun and creative!</p>
<b>CONTENT</b>	<p>Submissions should include all relevant information about the item you are advertising. For example, if you are advertising a program or event you want to include:</p> <ul style="list-style-type: none"><li>• Name of your organization</li><li>• The activity</li><li>• The date and time of your event</li><li>• The meeting location</li><li>• Other important details (i.e. Free food, bring your own plates/mugs, Sign-up at MOM, etc.)</li><li>• Your organization's logo or high-resolution photo that relates to your announcement</li><li>• Informational links or webpages (i.e. Facebook event page)</li><li>• Contact information (i.e. Organization e-mail or Facebook page)</li></ul>
<b>WORD COUNT</b>	<p>Submissions should be 60 words or less.</p>
<b>HAVE FUN ☺</b>	<p>Lastly, have fun and be creative! Muirwords is created by and for the college, so have fun with it and make it your own.</p>

## HELPFUL TIPS

Need help writing entries? Here are some tips and tricks to help you get started.

Feel free to e-mail [muirwords@ucsd.edu](mailto:muirwords@ucsd.edu) if you need some ideas or feedback on your submissions.

<b>CREATE A FUN LOGO!</b>	Images can be eye-catching and help to draw the reader's attention to your announcement. Need help designing a logo for your organization? Please submit a request to the Muir College Graphics Intern at <a href="mailto:jmcgraphic@ucsd.edu">jmcgraphic@ucsd.edu</a>
<b>GREAT EXAMPLE</b>	 <p>Worried about being bored on the weekends? Have no fear, Weekends At Muir is here! Weekends at Muir (WAM) is a student organization dedicated on making sure your weekends are interesting. Come join us for our first meet-up on Sunday, October 11 at 5PM in M.O.M. For information, visit our <a href="#">Facebook page</a> or e-mail us at <a href="mailto:weekendsatmuir@gmail.com">weekendsatmuir@gmail.com</a></p> <p>This example is great because:</p> <ul style="list-style-type: none"><li>• Submission reaches the 60 word limit</li><li>• Submission is fun and speaks to a broad audience</li><li>• Includes important details including meeting time and contact information</li><li>• Avoids acronyms</li><li>• Provides contact information and web links</li><li>• Includes logo</li></ul>
<b>QUESTIONS?</b>	Please do not hesitate to contact <a href="mailto:muirwords@ucsd.edu">muirwords@ucsd.edu</a> if you have any questions or need help writing entries!