THE SPIRIT OF CLASS NOTES

Class notes are a communication from the class editor to her classmates. Class notes are meant to be a friendly and caring exchange of information about classmates and topics relative to the Bryn Mawr community. On surveys of alumnae/i indicate that class notes are the very first section of the Bulletin they read; class notes are key to helping alumnae/i feel connected to the College and their classmates.

DEADLINES

First week of September (November issue, ODD YEARS)
First week in March (May issue, ODD YEARS)
First week in December (February issue, EVEN YEARS)
First week in June (August issue, EVEN YEARS)

Send to:

Diana Campeggio, Class Notes Liaison
Communications, Gateway 3rd Floor
101 N. Merion, Bryn Mawr, PA 19010
610.526.5503 phone
610.526.6525 fax
dcampeggio@brynmawr.edu

CONTENT

Class editors are responsible for the accuracy of the material they submit.

Six weeks and two weeks before the deadlines, I will send you any news I’ve received from your classmates. Most of this news comes in the form of “flaps,” the backs of the Annual Giving envelopes that the College distributes to alumnae throughout the year.

You should encourage your classmates to write to you directly. You may choose to send out a “broadcast” email through our office. To accomplish this, simply compose an email to your classmates (with a snappy subject line!) and send that email to me at dcampeggio@brynmawr.edu, and we will broadcast it out.

Do not announce pregnancies or engagements, only births and weddings.
Personal information should not be reported secondhand—only if it has come directly from an alumna/us with her/his permission.

**Length:** The limit is 1,000 words, exclusive of obituaries, which have a limit of 350 words (see “Obituaries” below). If you have heard from only a few classmates, please don’t make your column unnecessarily long.

**Obituaries:** Obit are no longer than 350 words and appear within their class notes, but they may appear in any issue of the Bulletin regardless of class year. Class editors often write obituaries themselves, but they may ask a classmate who was especially close to the deceased to write the obit.

We will notify you when we hear of the death of a classmate. If you hear of a death from the deceased’s family or other source, please notify us as soon as possible. If possible, send me the newspaper obituary or any other written materials providing information on the life and death of the alumna.

**Format:** Open your column with your heading as you would like it to appear in the Bulletin:

57
Ellie Levy Zilber
RFD 1, Box 68
Londonderry, VT 05148
415.789.9999
Ellie@hotmail.com

**CAPITALIZE** the names of BMC alumnae/i in your class on the first reference to them in your column: use first name, last name in College, and current last name: MARY SMITH WHITE. Do not capitalize names of alumnae/i from other classes who are mentioned in the column, but give their year: Mary Smith White ’63.

Columns can be emailed as Word attachments to dcampeggio@brynmawr.edu, or pasted into the body of an email.

**Photographs:** Good quality photographs should be emailed to me. Please send the original digital file directly from the camera. Please refrain from sending cell phone photos. Photos that are out of focus will not be used.

We are happy to include wedding photos (in which more than one alumna appears) in the class notes section of the Alumnae Bulletin. We are also happy to include photos of alumnae with offspring and others, as long as an alumna appears in the photo. The Bulletin reserves the right to select for inclusion photos as space allows.

**SOME STYLE GUIDELINES**
ACADEMIC DEGREES
Use periods in abbreviations. Ph.D., B.A., M.A., M.S.S. Avoid courtesy titles, such as Rev., Sr., and Dr.

CAPITALIZATION
Avoid capitalization whenever possible. Do not capitalize class notes or class editor.

Capitalize formal titles only when used immediately before a name. Lowercase formal titles when used alone, as terms that describe a job or in constructions set off by commas. Professor of Anthropology Mary Bly. Mary Bly is a professor of anthropology. Mary Bly, professor of anthropology, sends greetings.

CLASS YEARS
Undergraduate alumnae usually are designated in our records by the year in which they received their degree or the year with which they would have graduated if they did not receive a degree. Alumnae/i who graduated earlier or later than the class with which they entered may choose to be affiliated with either the graduating class or with their matriculating class (their “social year”) for purposes of Reunion and class communications.

DATES
Births, marriages, deaths, and other events: Abbreviate when day and/or month and year are given. They were married 3/12/96 (or 3/96).

REFERRING TO BRYN MAWR COLLEGE
Use BMC, unless referring to an organization that has Bryn Mawr in the title. Bryn Mawr Alumnae Association.