

Addenda Submission and Publication Guidelines (draft 2 following legal review)

Introduction

Addenda is intended both as a faculty/staff newsletter and a university newsletter that provides university news and information to current faculty and staff, retirees who receive the newsletter, and other University of Tennessee officials and opinion leaders. Addenda is published weekly during the academic year, alternate weeks in the summer and distributed to all faculty, staff and other readers through the university's listserv.

Additionally ...

1. The newsletter serves the entire university, including the regional centers.
2. Students are not the intended audience for Addenda and do not receive the newsletter; however, certain students news is considered when the information involves a university faculty or staff member.
3. The newsletter is available for distribution through chamber of commerce and other organizations and reaches a limited external audience.

Specific Guidelines for Reader Submissions

1. Readers may send items, photos and questions for inclusion in the newsletter to addenda@utm.edu. UT Martin maintains the discretion to edit or exclude any submission.
2. Submitted photos and graphics are welcome, but University Relations has the discretion to decline use of submitted images because of poor quality, content, or lack of newsletter space.
3. A wide range of personal accomplishments is accepted for the YouTM accomplishments and accolades section, including public service activities, academic publication, conference attendance and participation in other aspects of higher education.
4. Persons submitting multiple personal accomplishments are limited to one summary submission per month to maximize space and encourage wider participation.
5. All submitted material is subject to approval and editing for content and space. The newsletter generally follows Associated Press Style for writing and editing. Exceptions are made for academic submissions. University Relations can decline use of submitted written material because of poor writing quality, content, or lack of newsletter space.
6. Acronyms and abbreviations should be avoided on first reference for clarity and used only in subsequent references.

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7. First-person submissions are generally not accepted; Addenda does not publish “letters to the editor.” The newsletter will consider editorial content only if approved by the chancellor.
8. The newsletter will publish death notices for current and retired faculty and staff only. Requests for exceptions can be made at the [University Employee and Retiree Death Notice Request](#) link.
9. Announcements for official university events are encouraged and welcome.
10. Personal announcements will not be published, such as birth and marriage announcements.
11. Items for sale or giveaway are not published in Addenda.
12. The newsletter does not accept paid advertising.

UT Martin will not publish content that violates city, state, or federal laws and regulations; comments on anything related to legal matters, litigation, or contract negotiations without appropriate approval; uses the university brand or name to endorse any product, private business, cause or political candidate; or represents personal opinions as university-endorsed views or policies. UT Martin will exclude content that uses threatening language; discloses information that is confidential or otherwise protected by state or federal law or regulation; violates copyright or trademarks; contains solicitations; or is duplicative in nature.

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