Newsletter Publishing Guidelines

Main Factors
1. Technical Merit
   • Includes correct facts
   • Relevant to our mission
2. No selling of services
3. Nothing offensive
4. Original content only. Nothing previously published or presented.

Additional Factors
1. Not too similar to something recently done
2. Desired subject matter – how timely is material?
3. Well written (not requiring extensive editing)
4. Needed length

Categories
Newsletter submittals should fit into one of the following categories:

- A Case For Lean (ACL) – case studies
- Lean In Life (LIL) – examples of Lean outside the workplace
- Tools, Tips & Techniques (T3) – practical applications of specific tools
- Lean In Print (LIP) – book reviews
- Lean Bytes (LB) – event coverage, announcements and other news

Length
Desired length for tips, book reviews, articles and case studies is 400-800 words. Tips and book reviews would be in the 400-600 range, articles anywhere from 400-800 words and case studies 500+. If a submittal goes beyond 800 words then we may look at breaking it into more than one part.

Review and Selection Process
All submitted works will be reviewed by at least two members of the Subcommittee. The subject for a book review should be approved in advance by either two members of the Subcommittee or by the Subcommittee Chair. Upon approval of a submitted work the subcommittee forwards the piece on to ASQ LED Newsletter Editor Lance Coleman: lance.b.coleman@gmail.com for final review, approval and release. The Newsletter Editor will determine when accepted articles will be published.

Other
All articles containing photos should be submitted with the photo(s) as a separate jpeg attachment

Calendar/Main Theme(s) (Submittals relating to the main theme receive priority)

<table>
<thead>
<tr>
<th>Issue</th>
<th>Deadline</th>
<th>Theme Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 1 Issue</td>
<td>Submit content by December 1</td>
<td>preview of Lean and Six Sigma Conference</td>
</tr>
<tr>
<td>May 1 Issue</td>
<td>Submit content by Mar 1</td>
<td>preview of ASQ’s World Conference</td>
</tr>
<tr>
<td>September 1 Issue</td>
<td>Submit content by July 1</td>
<td>Training, Certification &amp; Back-To-School</td>
</tr>
<tr>
<td>December 1 Issue</td>
<td>Submit content by October 1</td>
<td>Year End Reflection/Looking ahead to next LSS conference</td>
</tr>
</tbody>
</table>