



Financial Education Public-Private Partnership

Setting the Washington Agenda for Financial Education

Newsletter Article Guidelines

The FEPPP Newsletter is a place to share the work of financial educators around the state of Washington and to share financial education resources that may benefit other educators. We will be publishing one article per month and keeping the rest of the articles in our archives as they may be published at a later date. The newsletter is sent out via GovDelivery from the Office of Superintendent of Public Instruction. Those who are interested in subscribing to the newsletter can do so from the FEPPP Website.

These guidelines must be met in order for the article to be published:

- Article must be well written, concise, not exceed 500 words, use Times New Roman font, size 12, single spaced, and be the original work by the submitting author.
- Abbreviations should be spelled out the first time used in the article. Jargon or technical terms should be avoided.
- The article should have a title, and the full name and job position or title of the author and the author's email address for reader questions or comments.
- Full names/titles/affiliations of anyone referenced in the article should be provided.
- The article should have the date and location of activity/events referenced in the article.
- The article **Must Not** be an advertising pitch to promote a certain product or service to the public nor advertorial.
- Footnotes and links, if used, to source materials are encouraged.
- If images are included, submit in jpg or gif format only, sent as a separate email attachment in MS Word, Power Point, or similar format to allow for any necessary modifications.
- Added links in the article cannot attempt to install software on user's devices or direct readers to a site under construction.

- Upon submission of an article, the author confirms that FEPPP has full permission to use the article in our newsletter and confirms that the article has not been printed elsewhere. If the article has already been printed and is previously copyrighted then the author is responsible to providing FEPPP with written permission from the previous publication to reprint.
- Submit by email the article to Katrina.Roy@dfi.wa.gov in Microsoft Word document (.doc or docx) only.

Articles will be chosen based on timeliness, new information, and order of submission. Submissions are due the first of every month and the newsletter will be released the 10th of every month. Possible topics for articles include, but are not limited to:

- Why you teach financial education/how you got started
- Curricula or tools you use to teach financial education in your classroom
- What are your current financial education projects?

FEPPP reserves the right to select articles that best fit our newsletter and to edit or shorten submitted material as necessary. We may also add comments at the end of articles guiding readers to more information or how to get involved.

What happens after an article is submitted:

- Submissions are reviewed by the FEPPP editorial team.
- If your submission is chosen, we will contact you.
- Submitted articles may be held for future publication.
- Edits are determined by the FEPPP editorial team.

Contact [Linda Jekel](#) or [Katrina Roy](#) with any questions or submissions