

# Class Notes Reference Guide and Style Sheet 2008–09

## Job Title: Correspondent

Many alumnae/i read the Class Notes section first when they receive their copy of the *Vassar Quarterly*; thus, you have a highly visible and important job in helping to keep your classmates in touch with one another and with Vassar College. Please have fun and be creative as you write your columns, but remember to include notes from a wide variety of classmates. The Class Notes section also can be a great place to conduct “class business,” such as a plea for class volunteers or an announcement of an upcoming mini-reunion. Enjoy yourself as you make new connections as a correspondent!

### *VQ Contact Information: Who We Are, What We Do*

**Thomas Hopkins** is the new associate editor, having taken the reins from Micah Buis at the end of March 2008. As a general rule, Tom is the person you should contact if you have any questions about contacting your fellow alums, spelling a name correctly, sending a broadcast email to your classmates, formatting your Word document properly, etc. Tom can be reached at [thopkins@vassar.edu](mailto:thopkins@vassar.edu) or 845.437.5448.

**Tiffanie Duncan** is our new assistant director of communications; she is just taking over this position as we send you this mailing. You may know Tiffanie from her previous role as administrative assistant in our programs department. Among her many other roles and responsibilities, Tiffanie will be assisting Tom in answering all the above sorts of questions you might have. She can be reached at [tiduncan@vassar.edu](mailto:tiduncan@vassar.edu).

**Micah Buis**, former associate editor, continues to work for the magazine as the editor of Class Notes. Micah is the person who will ultimately edit, copyedit, and fact-check all the columns; he also does the initial layout work on that section of the magazine.

The email address to which you will ultimately send your column is our general *VQ* inbox, [vq@vassar.edu](mailto:vq@vassar.edu). And as always, our postal address is as follows:

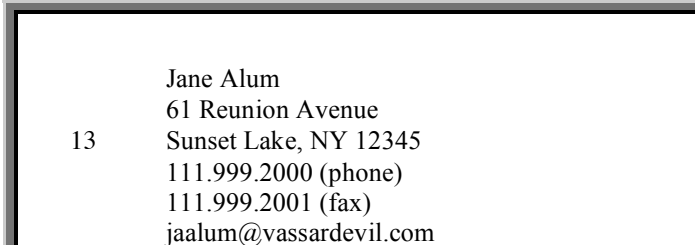
*Vassar, The Alumnae/i Quarterly*  
Alumnae House  
161 College Avenue  
Poughkeepsie, NY 12603-2804

## *Class Notes: Format, Etc.*

**1) SOFTWARE.** Please type your column in a computer-based word processing program (preferably Microsoft Word).

**2) HEADING.** Please type your name, contact information, and class year at the head of your column. (It makes it easiest to keep track of everyone if you put your class year just a little off to the left.) This will be the contact info that we'll reproduce at the head of your column in the magazine. You can include as much or as little as you'd like — just a postal address, just email, both — but remember to try and make it easy for classmates to get in touch with you.

Here's how we prefer it to look, for a hypothetical correspondent from the class of '13:



13 Jane Alum  
61 Reunion Avenue  
Sunset Lake, NY 12345  
111.999.2000 (phone)  
111.999.2001 (fax)  
jaalum@vassardevil.com

**3) WORD COUNT.** *Pay close attention to your word limit, which can be found on the last page of this guide.* Word limits are determined using a formula based on mailable alumnae/i within your class and can change from year to year. Reunion classes are given an extra 200 words for the year (winter to fall) during which the reunion occurs.

Most word processing programs have a word count function, which should help you keep within your limit. (Microsoft Word, by default, shows you the word count, along with other information, in the status bar that runs along the bottom of a document's window.)

**4) NAMES.** Please put the names of your classmates in boldface type, without a class year (e.g., **Matthew Soper**). When referring to a Vassar alumna/us from a year other than yours, do *not* boldface the name, but *do* list the class year after her or his name. Your classmates should only be listed in boldface upon the first mention in a column; subsequent references can be in plain type.

**5) NAMES, CONT.** Please refer to classmates by their full names (Vassar name *and* married name when appropriate; e.g., **Samantha Trautman Soper**), and please refrain from including middle names or middle initials. Nicknames can be included and should appear in the following format: Elizabeth (Bitsy) Jones Smith. Common and familiar nicknames, such as Peggy for Margaret or Mike for Michael, need not be indicated as such. We check all names that appear in Class Notes against the college's database. If a correspondent refers to a classmate by a name other than the name in the database, we will first check to see if we have back-up material to support the reference. Should we find none, we will defer to the name in the database.

## *Style and Guidelines*

**6) GRAMMAR, ETC.** Generally, the *VQ* follows the *New York Times Manual of Style and Usage*, *Merriam-Webster's Collegiate Dictionary*, and the *Chicago Manual of Style*. We have an in-house style sheet as well. The *VQ* will edit your column to match these style guidelines and for reasons of length and questionable content.

In the event that substantial edits are necessary, we will make every effort to inform you of these changes.

**7) PRIVACY.** Please do not print your classmates' contact information, including email addresses, in your columns; we will edit out any of this information, *unless* it pertains to official class business. This information can change frequently, and occasionally those outside the Vassar community do read the magazine and thus would have access to this information. If a classmate would like to update her or his contact information, please encourage her or him to visit AAVC's online directory at [www.aavc.vassar.edu](http://www.aavc.vassar.edu), or contact the *VQ*, which can notify Vassar's Central Records office of the change.

Classmates who would like to learn of another classmate's information can contact AAVC at 845.437.5445 or write to the classmate, c/o AAVC, 161 College Avenue, Poughkeepsie, NY 12603-2804.

**8) BIRTHS.** News of *expected* births (with the exception of grandchildren) should *not* be included and will be edited from the column. Such announcements have been the source of great pain in the rare situations when problems have occurred before or during birth. Announcement of a birth after the fact is welcomed.

**9) DEATHS.** Please do not announce deaths unless you have official confirmation from AAVC. In the event that you learn of a death before hearing from AAVC, please contact the *VQ* so that we can notify the records office and official confirmation can be sought out from a family member or a printed obituary. If we have no official confirmation for a reported death, the mention of that death will be edited from the column as well.

**10) NONDISCRIMINATION.** Do not discriminate. Remember that the *VQ* follows the same policies as Vassar College and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, or handicap. There should be no "censoring" of material which you, personally, might find in contrast to your own ideas. If you're in doubt, send the news in its unaltered state to the *Quarterly* editors.

## *Some Further Suggestions*

**11) ETHICS.** *Judge the news you receive critically and report it with sensitivity.* We all have a responsibility to respect alumnae/i and avoid bruising feelings. Be cautious of hearsay or news that seems too strange to be true, since the *VQ* is subject to the same libel laws as other publications. If there is a particular item you question, verify it with the source, leave it out, or call it to our attention. If you speak with a classmate by phone or in person, or receive a personal letter, ask permission before including news of his or her life in the column.

If we have serious reservations about an item, we will make every effort to contact you, but be aware that we will edit or cut questionable items.

**12) BREADTH.** *Cultivate your sources.* Use the class directory provided to you to reach out to classmates who haven't ever written — or at least not in many years. Or contact the *VQ* so that a “broadcast email” can be sent out to all of your classmates who have registered an email address with the college. (Instructions on requesting a broadcast email can be found later in this reference guide.) And keep in contact with your other class officers, as they can be a great source for news and can alert you to important class business, which can be announced within your column.

The *VQ* will send a deadline reminder letter near the 1st of each month in which a column is due. This mailing will also include any news of your classmates sent to AAVC, if any has been received. These materials, often in the form of newspaper clippings, class-dues news, emails, or press releases, can prove invaluable in helping make for a full and newsy column.

One final note on writing: please remember as you're putting your column together that for each and every issue, we receive columns from almost seventy of you! The more of you who pay careful attention to the above guidelines and suggestions, the easier it is for us to do our jobs.

## *How to Send Us Your Column*

**13) EMAIL US YOUR WORD DOCUMENT.** Send your column to us as an email attachment, or cut and paste the text into the body of an email. (Try to avoid sending columns in .docx format; saving the file down as an RTF is always a safe bet.)

Send the email to our general *VQ* inbox at [vq@vassar.edu](mailto:vq@vassar.edu). We will collect everyone's columns and send them along to Micah Buis for editing.

If you are unable, for some reason, to send your column electronically by either of the above methods, or if you do not have access to email, you can also mail a typed hard copy of your column to the offices of the *Quarterly*. We will then scan this hard copy, converting it to a Word document to send to Micah. (We prefer to avoid this method if at all possible, as character-recognition software is not known for its flawlessness.)

Please do not send your column on any sort of floppy disk, as — perhaps unsurprisingly — we no longer have the ability to access files this way.

**14) MAIL THE VQ YOUR SOURCE MATERIALS.** Please send/return all original source materials used to compile your column to the *VQ*. Class Notes are published articles, and the source materials you use to create them are *your* back-up. We must have that back-up material to support your columns during the editing process. Questions do arise, and columns sent without back-up materials make it difficult for us to fact check. In addition, after doing *Quarterly* duty, back-up materials are put into the alumnae/i biographical files where they become an integral part of the historical record of the association and the college. Emails from classmates should be printed and mailed along with the rest of your source materials. Phone conversations should be noted and those notes sent as well.

**15) ALSO MAIL A HARD COPY.** Even if you submit your column via email, please send a hard copy of your column along with your back-up materials. In the rare event that an email or computer file should become inaccessible, lost, or unsalvageably deleted, these hard copies can serve as an important resource.

Please mail your back-up materials and the hard copy of your column to:

Thomas Hopkins  
Associate Editor, *The Vassar Quarterly*  
Alumnae House  
161 College Avenue  
Poughkeepsie, NY 12603-2804

**16) ESCHEW FAXES.** Please do not fax your column; the marriage of a fax with character-recognition software will produce some ugly textual offspring indeed.

**17) PERPLEXED?** Send questions about any of the above to Tom Hopkins.

## *Deadlines for Receipt of Your Columns*

**Winter:** ..... **Sept. 20**  
(issue mails in early December)

*Note: for 2008, the column deadline is extended to Sept. 26.*

**Spring:** ..... **Dec. 20**  
(issue mails in early March)

**Summer:** ..... **March 20**  
(issue mails in early June)

**Fall:** ..... **June 20**  
(issue mails in early September)

## *Drumming Up News, Part One: Broadcast Emails*

**DOING IT YOURSELF.** AAVC will gladly send a broadcast email to members of your class who have an email address registered with the college. These broadcasts are free and have proved very effective in encouraging classmates, especially those who haven't written to Class Notes for some time, to share their news, since contributing is as simple as hitting "reply" to your email. If you like, we can even target specific sections of the class. For example, you could send a broadcast to those with surnames in the first half of the alphabet one quarter and one to those in the second half the next quarter.

The easiest way to request a broadcast is via the online request form on our website; you can access the form at [http://www.aavc.vassar.edu/aavc/email\\_event\\_request.html](http://www.aavc.vassar.edu/aavc/email_event_request.html). We realize that that address — including the underscores between the words "email," "event," and "request," rendered invisible here by underlining — might be tricky to transcribe, so remember that you can also go to the AAVC home page at <http://www.aavc.vassar.edu>, select "Classes" from the top navigation bar, select "Volunteer/Officer Resources" from the left-hand navigation bar, then click on "Request a broadcast email."

The form, we hope, is relatively intuitive, taking you through the process step by step and providing contextual help along the way through examples. Before you begin, though, we can offer a few pointers that might be useful:

— You will need to save the text of your broadcast message as a word processing document on your computer in order to upload it to the request form. Message text must be submitted this way; the system is set up such that it does *not* have a field in which you can directly type your message. That, combined with the fact that it's possible for the system to "time out" while you're using it, means that it's probably a good idea to write your message completely and save it as a word processing document *before* you begin your request.

— For your purposes as class correspondent, you will always choose "Broadcast Email only" from the choices in step one on the request form.

— Please change the "Reply To" address in the form from [aavcweb@vassar.edu](mailto:aavcweb@vassar.edu) — the default setting — to your own preferred email address, as this is the address to which replies will be sent. Only *one* email address can be entered in this field, even if you co-write your Class Notes column.

— Do *not* use your web browser's "back" button at any point during your request! You will be given a final chance to change any information that may have been entered incorrectly. (Furthermore, the site won't let you go on to the next screen when a required field has not been filled, so there's no chance to "forget" necessary information as you make your request.)

**ASKING US FOR HELP.** Again, we hope the above pointers are helpful, and we hope that you find the broadcast email online request form both straightforward and useful. However, if all else fails, you can also ask us to submit a request for a broadcast email for you. Send Tom Hopkins at [thhopkins@vassar.edu](mailto:thhopkins@vassar.edu) the text that you would like in the email—two to four sentences will be fine—and have a valid email address at which you can receive replies.

In order to allow for preparing and processing the broadcast in our office, and to allow time for the email to be delivered to your classmates and for you to receive their responses before the column deadlines, we have implemented the following deadlines for requesting a broadcast email:

For the spring column due December 20:	<b>December 1</b>
For the summer column due March 20:	<b>March 1</b>
For the fall column due June 20:	<b>June 1</b>
For the winter column due September 20:	<b>September 1</b>

*Note that for 2008, as with the column deadline, we are extending the broadcast email deadline one week; broadcast email requests will be due September 8.*

This might all go without saying, but please bear in mind that broadcasts are *not* deliverable to the following groups: those without an email address; those who have an email address, but who have chosen not to share it with the college; those who have elected to receive no email contact from the college; and those who have recently changed their email address, but did not inform the college of the change.

## *Drumming Up News, Part Two: Postcards*

**THE OLD-FASHIONED WAY.** Unlike broadcast emails, postcards sent to classmates are not free and the money to pay for the printing and postage is taken from class treasuries. Therefore, a correspondent who requests a postcard *must* first check with her or his class president and treasurer to okay the use of class funds. Depending on class size, postcards generally cost between \$200–300.

Because of the cost, we recommend that correspondents with email access who wish to send a postcard have it sent *only* to those in the class *without* an email address registered with the college, while, at the same time, requesting a broadcast email to be sent to those classmates who *do* have an email address registered with the college.

As with the broadcast email, all we need from you for a postcard is the text you'd like to appear, which you can send to Tom Hopkins either by email at [thhopkins@vassar.edu](mailto:thhopkins@vassar.edu) or by phone at 845.437.5448.

However, because we work with an outside vendor on the printing of these postcards, and to account for longer delivery times through the post, requests for postcards should be made earlier, before the following deadlines:

For the spring column due December 20:	<b>November 20</b>
For the summer column due March 20:	<b>February 20</b>
For the fall column due June 20:	<b>May 20</b>
For the winter column due September 20:	<b>August 20</b>

*Note that for 2008, as with the column deadline, we are extending the postcard deadline one week; postcard requests will be due August 27.*

Please do not hesitate to contact us with specific questions about either broadcast emails or postcards. We hope you will take advantage of these tools as you reach out to your classmates to gather news.

## *Drumming Up News, Part Three: Class eNotes on the AAVC Website*

**AN ADDITIONAL RESOURCE.** AAVC has a redesigned website that includes all of the old features, as well as some new ones, such as classifieds, career networking, résumé posting, and Class eNotes. To protect the privacy of alumnae/i, several of the new features require registration with the online community; registration is free and secure. To register and create a password, simply click the “register” link on AAVC’s home page, <http://www.aavc.vassar.edu>, and follow the on-screen instructions. You will need to know your Vassar ID number, which is the 999 or A000 number found on your *Vassar Quarterly* mailing label.

As class correspondent, the eNotes section—a new place for alumnae/i to share news with each other electronically—may be of special interest to you. eNotes is not designed to replace Class Notes in the *Vassar Quarterly*, but rather to be another way to stay in touch. Class eNotes may be attractive to computer-savvy alumnae/i, as their news can be posted instantly, posts can be as long as they want, and pictures can be included as well as text.

Your relationship to eNotes as class correspondent is, for the most part, the same as for your fellow classmates; you can visit the site however much you like, and you are under no special obligation to submit to eNotes. But you might want to use the eNotes as another way to gather news from your classmates, perhaps editing down some of the more interesting things posted there for use in your printed column, steering your classmates to the website to read the full version of the story.

Getting to eNotes is simple. On the AAVC home page, roll over the “Connecting with Alumnae/i:” button on the top of the page, then scroll down and select “Class eNotes.” Once you are logged in, you can click “submit” and begin writing.

Please contact Tom Hopkins at [thhopkins@vassar.edu](mailto:thhopkins@vassar.edu) or 845.437.5448 with any specific questions relating to eNotes on the AAVC website.

## *Word Allotments for Winter 2008 to Fall 2009*

<b>class year:</b>	<b>word count:</b>
<i>1935</i>	<i>NC</i>
<i>1936</i>	<i>NC</i>
<i>1937</i>	<i>NC</i>
<i>1938</i>	<i>NC</i>
<b>1939</b>	<b>850</b>
1940	650
1941	650
1942	650
1943	650
<b>1944</b>	<b>890</b>
1945	690
1945-4	650
1946	765
1947	690
<b>1948</b>	<b>850</b>
<b>1949</b>	<b>890</b>
1950	765
1951	765
1952	765
1953	765
<b>1954</b>	<b>965</b>
1955	765
1956	765
1957	800
1958	765
<b>1959</b>	<b>1000</b>
1960	765
1961	800
1962	765
1963	800
<b>1964</b>	<b>1000</b>
1965	800
1966	800
1967	840
1968	840
<b>1969</b>	<b>1000</b>
1970	800
1971	1025
1972	1025

<b>class year:</b>	<b>word count:</b>
1973	1025
<b>1974</b>	<b>1225</b>
1975	1025
1976	1025
1977	1025
1978	1025
<b>1979</b>	<b>1225</b>
1980	1025
1981	1025
1982	1025
1983	1025
<b>1984</b>	<b>1225</b>
1985	1025
1986	1025
1987	1025
1988	1025
<b>1989</b>	<b>1225</b>
1990	1025
1991	1025
1992	1025
1993	1025
<b>1994</b>	<b>1225</b>
1995	1025
1996	1025
1997	1025
<i>1998</i>	<i>NC</i>
<b>1999</b>	<b>1225</b>
2000	1025
2001	1025
2002	1025
2003	1025
<b>2004</b>	<b>1225</b>
2005	1025
2006	1025
2007	1025
2008	1025

Note: “NC” and italicization indicates classes that do not currently have a correspondent. Classes in bold are those reuniting in 2009; the word count includes the additional 200 words that the correspondents of reuniting classes are allotted from the winter issue before Reunion to the fall issue immediately following it.