

# Campus News

## What is Campus News?

[Campus News](#) is the official faculty and staff email newsletter at Fresno State. It is [published](#) Monday mornings during the academic year and every other Monday during the summer. University Communications writes original content for the newsletter and curates stories from FresnoStateNews.com and other University blogs to share. Faculty and staff may also submit information to be considered for publication. University Communications reserves the right to edit submissions for style and length.

## What is the goal of Campus News?

Campus News exists to provide faculty and staff across campus with an opportunity to connect, share events, learn about professional-development opportunities, celebrate each other's achievements and to grow Bulldog pride.

## Criteria for submissions

Events and programs submitted to Campus News should be open to faculty and staff participation. We do not accept information about student-only events or initiatives, including submissions that ask faculty and staff to share these programs with students. Student-only events can be shared with the campus community through the University's social media accounts managed by the [social media specialist](#) in University Communications, or through [Student Affairs and Enrollment Management](#), which works directly with students.

Submissions in narrative paragraph/story form are appreciated. Letters or messages from University leaders are accepted. All other items should include a few written paragraphs about the event or program, dates, and useful links, phone numbers, emails or websites for more information. Please include a high-resolution, horizontal photo or graphic to accompany your item. Approved videos from YouTube can be embedded into Campus News stories. University Communications will decide what content will be included in the newsletter and when.

Please include specific dates you prefer for publication, especially if the item should run for more than one week. A request for placement in Campus News as a feature story, in Around Campus or as an Event will be taken into consideration, but University Communications will determine where an item will go. Submissions will not be repeated more than once in any issue. For example, an Event will not be repeated in Around Campus.

Please see the following descriptions for the various sections in Campus News:

- **Feature story** - [Important news](#) of the week or the upcoming week. This can be a story that was featured on FresnoStateNews.com, a University blog or an event. There is one feature story every issue.
- **Around Campus** - Other news stories or information for faculty and staff, excluding events. Stories that appear in this section include: Staff and faculty [profiles](#), [Kudos to campus employees](#), and [Losing a valued member of the campus community](#). Announcements from various campus offices and departments are also featured in this section, such as from Tech Services, University Police Department, [accounting](#), [Academic Affairs](#), Faculty Affairs, Staff Assembly, etc.
- **Events** - All upcoming events that are open to faculty and staff participation are featured here. Campus News runs a list of submitted events taking place over the two weeks following the Monday publication date, occasionally publishing important events that are more than two weeks away, depending on the length of the current issue.
- **ICYMI** - (In Case You Missed It) Links to important stories or not-to-miss stories from the previous Campus News issue. This section is prepared by University Communications.
- **In the News** - Included are administrators, faculty and staff who are mentioned, quoted or have written articles in national publications, journals or magazines. We do not include op-eds or guest commentaries.
- **Kudos** - Included are professional achievements, etc.

**When writing, please keep the following style practices in mind.** Refer to the University only as Fresno State, not California State University, Fresno. Do not use initials, acronyms or other abbreviations. Use complete names of department/college/event since abbreviations and acronyms can be confusing. Include important links when needed. Stories will use last names, not first names, on second reference. Use the Fresno State [Editorial Style Guide](#) for reference.

**Provide a high-resolution, horizontal photo(s) or graphic to accompany your item.** All photos/graphics used as the main photo, at the top of the story, should be sized to 600 pixels by 338 pixels. Photos are preferred. Photos/graphics within the body of the story do not need to be resized but should be a high-resolution photo. Flyers and documents in PDF form are accepted as additional sources of information.

**Bylines are used for writers who write an original story directly for Campus News.** Submissions will be stated as so from the respective department, office, school or college. Stories curated from FresnoStateNews.com or other university blogs will say “courtesy of...”

**Faculty and staff profiles**

Any University employee can submit a name to be considered for a faculty/staff profile, but there should be a news element or a timely reason for writing about someone. Examples: a new employee, a current employee moving to a new position or celebrating a milestone year, or a personal achievement. Professional achievements are highlighted in Kudos to Employees.

Profile stories allow colleagues across campus an opportunity to learn about each other, their jobs on campus and their lives outside of work. University Communications staff and communications specialists across campus will conduct interviews and write the profiles. A high-resolution photo of the person profiled should also accompany the story.

**Campus News is not to be used for:**

Advertising or promoting non-university-related events or activities not open to the campus community.

Promoting something that results in personal gain or financial benefit for an individual employee. Examples include, but are not limited to, announcing personal items for sale or rent and requesting assistance or information for an individual need.

**Deadlines**

The submission deadline is noon Thursday for the following Monday's edition. Content submitted earlier in the week is appreciated. [Click here](#) for the publication schedule and submission deadlines.

**Corrections**

If a correction in any story is needed, please email [campusnews@csufresno.edu](mailto:campusnews@csufresno.edu) or call Angel Langridge or BoNhia Lee in University Communications (8-2795) to make the necessary changes.

Corrections will be visible immediately in the online version of Campus News but cannot be made directly to the email version already sent out to subscribers because of software limitations.

*(This document is subject to revision. It was last updated in January 2021.)*