

Class notes keeps readers connected to each other and to Mount Holyoke and the Alumnae Association. As class scribe, you are key to fulfilling this mission. This guide is intended to make your job as easy as possible, but the best form of preparation is to read the class notes section of the magazine and follow the great examples of your sister alumnae.

Please be in touch if you have questions. Contact Class Notes Editor Jessica Ayer at classnotes@mtholyoke.edu or 413-538-2251.

WRITING YOUR COLUMN

Collecting News

- The Association provides you with an email address to help your classmates keep in touch with you. Your address is scribexx@mtholyoke.edu, where “xx” is your two-digit class year (e.g., the 1994 scribe address is scribeg4@mtholyoke.edu). Emails sent to this address will be automatically forwarded to your preferred email address. To update your email address, log in to the alumnae directory at alumnae.mtholyoke.edu/directory or contact Alumnae Information Services (AIS) at ais@mtholyoke.edu.
- About four weeks before your class notes deadline, the Association sends an automated broadcast email to your classmates encouraging them to submit news and updates to you.
- You are encouraged to reach out to your classmates directly as well and may request a class list at alumnae.mtholyoke.edu/volunteers/resources/information-request-form.

Word Count

The class notes section occupies about forty pages—or half—of every issue of the *Alumnae Quarterly*. Still, space is limited. For more than thirty years, class scribes have adhered to a tiered, word-count system that is based on the total number of alumnae per class. If your column exceeds your class word limit, you will be asked to edit it down to the appropriate length.

Word counts are as follows:

0–10 years out* (2008–2017)	875 words
11–20 years out (1998–2007)	825 words
21–30 years out (1988–1997)	655 words
31–40 years out (1978–1987)	570 words
41–50 years out (1968–1977)	485 words
51–60 years out (1958–1967)	400 words
61+ years out (1957 and earlier)	315 words
FP, MA, CG	760 words

* Years roll over after commencement in May (not according to calendar year).

Formatting & Style Please refer to the *Chicago Manual of Style* (chicagomanualofstyle.org) for guidelines on grammar, spelling, punctuation, and usage.

ABBREVIATIONS

To conserve space, use common abbreviations (Note: These are exceptions to CMS.)

- Degrees: MA, PhD, etc.
- Months: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec.
- Colleges and Universities: MHC, UMass-Amherst, MIT, CalTech, etc.
- States (use US postal abbreviations): CT, MA, FL, etc.

ALUMNAE NAMES

- Bold the names of classmates (e.g., **Jane Doe**), even upon second mention. Identify alumnae in other classes by including class year but do not bold (e.g., Catherine Jones '78).
- Use first name, undergraduate last name, and current last name for each classmate (e.g., Jane Doe Coogan). If a classmate has a different name, indicate undergraduate name in parentheses (e.g., Robbie MacMillan (Roberta Jones))
- Type nicknames in parentheses, including the alumna's given first name, if the nickname is unusual. For instance, Patty is usually short for Patricia, so write Patty Frieberg; but few people know that "Muffins" is a nickname for a woman named Elizabeth, so write her name as Elizabeth (Muffins) Jones Smith.

NUMBERS

- Apostrophes for class years should be open (e.g., **Jane Alumna '78**)
- Spell out "one" and "first" and for all other numbers use numerals (2, 3, 4, etc.)
- Do not use superscript (e.g., 25th, not 25th)

REPORTING AN ALUMNA'S DEATH

Deceasing Reports Scribes and other class officers are informed via email when a classmate has died. Deceasing reports are generated by MHC's Alumnae Information Services (AIS) and include date of death, last known address, and any pertinent information regarding an alumna's involvement with MHC. Many also include an obituary, usually extracted from the deceased's local newspaper. If a friend or classmate informs you that a classmate has died, please contact AIS (413-538-2303; ais@mtholyoke.edu) as soon as possible.

Alumnae Tributes Part of your role as scribe is to report the death of a classmate by writing a brief tribute. Each tribute can be up to 150 words and does not count against your typical column word count. For example, if your column word limit is 400 and you have one classmate's death to report, your total word count would be 550. You may find the deceasing report to be a reference for writing tributes. Or, you may reach out to classmates to send in remembrances or to write a particular tribute. A few things to remember:

- Please only submit a tribute if you have received a deceasing report
- Include names of immediate family, if applicable
- Include names of MHC relatives and class years unless there are too many to list (e.g., "Caroline comes from a family legacy of MHC women, reaching as far back as her great grandmother, Rebecca Pierce Lloyd, class of 1895.")
- Please do not include requests for donations—we cannot print them per the magazine's nonprofit postal agreement
- Please do not include the mailing address for next-of-kin, unless a family member expressly requests it

SUBMITTING YOUR COLUMN

When Class columns are due four times per year. Class notes must be received on or before the deadline to be included in the publication. Contact the editor at classnotes@mtholyoke.edu if you foresee a problem meeting a deadline.

ISSUE	DEADLINE	MAGAZINE MAILS
Fall	JULY 15	mid-October
Winter	OCTOBER 15	mid-January
Spring	JANUARY 25	mid-April
Summer	APRIL 15	mid-July

How

- Email your column to classnotes@mtholyoke.edu
 - Attach a Word doc (preferred) OR
 - Paste copy into the body of email message OR
 - Post to Google docs and notify editor
- Mail to the editor (for those without email)
[Jessica Ayer, class notes editor](#)
[Alumnae Association of Mount Holyoke College](#)
[Mary E. Woolley Hall](#)
[50 College St.](#)
[South Hadley, MA 01075](#)

Proofreading Please proofread your column carefully before submitting it. Always save a copy of your original column. Provided your column is submitted on time, you will have an opportunity to review your column before it goes to print. Please fact check the spelling of all names. Refer to the online alumnae directory at alumnae.mtholyoke.edu, typing the name in the “alumna search” box. You may also request a list of your classmates at alumnae.mtholyoke.edu/volunteers/resources/information-request-form. (Please plan ahead, as there is a five-day turnaround for requests.)

Digital Communications Channels The print version of the *Alumnae Quarterly* is only one of many places that you may want to disseminate class news. If you have more news than the print magazine can accommodate, consider an alternate communications channel such as a class website or Facebook page—which are also ideal for sharing fun photos. Please note that you *must* receive permission from your classmates prior to posting anything about them on the web. Visit alumnae.mtholyoke.edu/classes for a directory of class social media channels and websites and/or contact the Alumnae Association if you need help launching a new channel for your class.

Good luck—and thank you again for volunteering as class scribe! Contact the class notes editor at classnotes@mtholyoke.edu with questions.

RESOURCES

Web links

The Alumnae Association of Mount Holyoke College
alumnae.mtholyoke.edu

Facebook: Alumnae Association of Mount Holyoke College
facebook.com/aamhc

Twitter: Mount Holyoke Alums (@aamhc)
twitter.com/aamhc

LinkedIn: Alumnae Association of Mount Holyoke College
alumn.ae/LinkedIn

Instagram: mhcalums
instagram.com/mhcalums

Class Directory: officers, social media channels, and websites
alumnae.mtholyoke.edu/classes

Sample Class Notes Column

2009

Congratulations to **Sadiqa Basiri Saleem**, cofounder and board member of the Oruj Learning Center in Afghanistan, who is being honored by the Chicago Council and was named the 2010 Patricia Blunt Koldyke Fellow by the Chicago Council. Sadiqa will spend a week in Chicago this fall to exchange ideas about education, philanthropy, and nonprofit management.

Marcia Schenck is pursuing a PhD in history at Princeton. She traveled to MHC for Lynn Pasquerella's '80 inauguration, stayed with **Clarity Guerra**, and enjoyed her superb hospitality. She reconnected with friends and also enjoyed a wonderful breakfast with Aubry Koehler '07.

Steph Sullivan is in Boston working on her PhD in sociology at Northeastern. She'll have her MA in May! She spent the summer living with Lindsey Whitmore '07 and went to Bonnaroo Music Festival in TN with Lindsey and Hannah Wert '10 in Oct.

Elise Hale-Case plans to be snowshoeing in MN this year. Since graduating she has backpacked the CO Rockies, the High Sierras, UT Canyons, and the deserts of AZ. She plans to travel in the spring to visit classmates and friends at Reunion.

Alison Avigayil Ramer moved back to Israel after graduation and has been working as a freelance writer and editor, pioneering peace journalism. Her work has been published by numerous new sources.

Jane Siviski got engaged in July, at her favorite place on the planet, Moosehead Lake, under a beautiful starry sky. Fiancé Dave Hoffman loves the cat almost as much as she does; it's a match made in heaven.