

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 Editor Jennifer Grow '94 at [classnotes@mtholyoke.edu](mailto:classnotes@mtholyoke.edu) or 413-538-2301.

## 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](mailto:scribexx@mtholyoke.edu), where “xx” is your two-digit class year (e.g., the 1994 scribe address is [scribe94@mtholyoke.edu](mailto:scribe94@mtholyoke.edu)). Emails sent to this address will be automatically forwarded to your preferred email address. To update your email address, contact Alumnae Information Services (AIS) at [ais@mtholyoke.edu](mailto: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. Responses to this email will go directly to your email inbox.
- You are encouraged to reach out to your classmates and may request a class list at [alumnae.mtholyoke.edu/volunteers/resources/information-request-form](http://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* (2007–2016)	875 words
11–20 years out (1997–2006)	825 words
21–30 years out (1987–1996)	655 words
31–40 years out (1977–1986)	570 words
41–50 years out (1967–1976)	485 words
51–60 years out (1957–1966)	400 words
61+ years out (1956 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](http://chicagomanualofstyle.org)) for guidelines on grammar, spelling, punctuation, and usage.

## ABBREVIATIONS

To conserve space, use common abbreviations:

- 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**). 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 changed her name, indicate her 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**.
- If there is any question about how a name should be formatted, ask the alumna directly.
- Please double-check the spelling of all names. You may request a list of your classmates at *alumnae.mtholyoke.edu/volunteers/resources/information-request-form* or refer to the online alumnae directory at *alumnae.mtholyoke.edu*, typing the name in the "alumna search" box.

## 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., 25<sup>th</sup>, not 25<sup>th</sup>)

- PLEASE DO**
- Italicize web addresses and email addresses
  - Eliminate the "www." prefix in all web addresses (e.g., *alumnae.mtholyoke.edu*)
  - Use black type only, even for web addresses

- PLEASE DON'T**
- Submit photos—we don't have the space to publish them
  - Use capital letters or underlining to emphasize words
  - Capitalize majors (except languages), graduate degrees, or job titles
  - Use the ampersand (&) sign as a substitute for the word "and" (unless it is part of a trademark such as Barnes & Noble)

**Notices of Death (NODs)** Scribes and other class officers are informed via email when a classmate has died. NODs are generated by MHC's Alumnae Information Services (AIS). NODs include date of death, last known address, and any pertinent information regarding an alumna's involvement with MHC. In many NODs there is also 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](mailto:ais@mtholyoke.edu)) as soon as possible so an NOD can be issued.

**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 NOD to be a reference for writing tributes. Or you may reach out to classmates to send in remembrances or to write a particular tribute.

## Alumnae Tributes, cont.

- Communicate the word limit to another alumna or family member who may wish to write a tribute for a classmate
- PLEASE DO**
- Include 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 DON'T**
- Submit a tribute unless AIS has issued a Notice of Death
  - Include requests for donations—we cannot print them per the magazine’s nonprofit postal agreement
  - 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](mailto: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](mailto:classnotes@mtholyoke.edu)
  - Attach a Word doc (preferred)
  - Paste copy into the body of email message
  - Post to Google docs and notify editor
- Mail to the editor (for those without email)

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**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.

**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](http://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](mailto:classnotes@mtholyoke.edu) with questions.

## RESOURCES

### Web links

**The Alumnae Association of Mount Holyoke College**  
[alumnae.mtholyoke.edu](http://alumnae.mtholyoke.edu)

**Facebook: Alumnae Association of Mount Holyoke College**  
[facebook.com/aamhc](https://facebook.com/aamhc)

**Twitter: Mount Holyoke Alums (@aamhc)**  
[twitter.com/aamhc](https://twitter.com/aamhc)

**LinkedIn: Alumnae Association of Mount Holyoke College**  
[alumn.ae/LinkedIn](http://alumn.ae/LinkedIn)

**Instagram: mhcalums**  
[instagram.com/mhcalums](https://instagram.com/mhcalums)

**Class Directory: officers, social media channels, and websites**  
[alumnae.mtholyoke.edu/classes](http://alumnae.mtholyoke.edu/classes)

### Sample Class Notes Column

#### 2009

Congratulations to **Sadiqa Basiri Saleem**, cofounder and board member of the Oruj Learning Ctr. 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. with civic, government., business, and academic leaders.

**Marcia Schenck** is pursuing a PhD in history at Princeton. She travelled 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 east in the spring to visit classmates and friends at reunions.

**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, including *The Huffington Post* and *The Guardian*. She is also working for a joint Israeli-Palestinian organization and is writing a book about the non-violent movement in Palestine. Check out her work at [alisonramer.com](http://alisonramer.com).