



Women Who Make a Difference

ICSEW InterAct Newsletter Article Guidelines

Thank you for helping the *ICSEW InterAct Newsletter* by providing a short article spotlighting a woman who makes a difference. Below you will find some guidelines to help with this process. If you have questions or need help, please contact the [Communications Subcommittee](#).

Step 1: Identify the Writer

You may write the article yourself, or enlist someone else in your agency to help. If you would prefer to have someone from the ICSEW Communications Committee conduct the interview or write the article, contact [Tammy Risner](#) to make arrangements.

Step 2: Determine if Your Interviewee Qualifies

We will feature women who inspire you by making a difference for state-employed women, families, or communities. Your interviewee may be a current or former Washington State employee, a community leader, or another figure in public service.

Step 3: Obtain Her Information

Use the following questions to help brainstorm ideas on the content for your article, then pick what you think would most valuable and interesting to share.

1. How has she made a difference? What type of work did she do to help in these efforts? Whom does her work benefit?
2. Why do you find her inspiring? What lessons have you learned from her? Have you made changes in your life or work style based on inspiration from this person? If yes, describe.
3. Where does she currently work? Has she recently completed any noteworthy projects? What are her hobbies?
4. Do you have any quotes from this person? Do you have a photograph of this person?

Step 4: Interviewee Reviews Your Article Draft

Ensure your interviewee confirms the accuracy of quotes you have used and approves her picture for publishing.



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Step 5: Submit Your Article Draft and Photograph

Email article drafts and a supporting image to [Tammy Risner](mailto:Tammy.Risner@icsew.org) according to this schedule:

ICSEW General Membership/Transition Meetings	Issue	Article/Picture Submission Deadline	Article Edits Finalized and Sent to Publisher	Newsletter Draft Completed and Sent to Executive Board	Executive Board Edits Due	Newsletter Finalized and Published Online
September 15, 2009	Fall	September 30	October 12	October 16	October 28	November 4
November 10, 2009	Winter	January 5	January 14	January 20	February 1	February 8
March 09, 2010	Spring	March 31	April 9	April 15	April 27	April 30
N/A	Legislative	May 10	May 20	May 26	June 7	June 11
July 13, 2010	Summer	July 30	August 12	August 18	August 27	Sept. 3

*If you cannot submit your article by the submission deadline, please send it in anyway!
We may be able to use it for a future newsletter.

Many thanks for your contribution to this feature!