

Class Notes Guidelines

Your role as a class secretary is vital; you're one of the main connections between your classmates and the college. We want to be sure that all information included in *The Trinity Reporter* is accurate, so we're asking for your help. Please follow the guidelines below when gathering and writing your Class Notes submission.

- 1) Avoid reporting hearsay, that is, news that one alum might tell you about another alum. Remember that the best notes come directly from the source.
- 2) Be sure that you have permission to use the news that you've gathered, even if you learn about it in a conversation and especially if you receive it in a personal note or through a mass email from an alum. Always ask the subject if it's OK to include it in Class Notes.
- 3) Do not use news directly from social media. Confirm the information with the subject and ask if it's OK to include it in Class Notes.
- 4) As you might imagine, health information is sensitive. Again, ask the subject if it's OK to include it in Class Notes.
- 5) Avoid including information about engagements or pregnancies; it's better to report marriages and births.
- 6) For weddings, please include who, when, and where information.
- 7) When referring to married alums, do not put maiden names in parenthesis unless instructed to do so by the alum; instead, list the maiden name as the "middle" name.

Remember that we reserve the right to edit copy for clarity, length, grammar, and appropriateness of content.

In Memory Guidelines

We will not announce the death of an alum without first confirming with a previously published obituary or direct notification from a relative. Also, alumni who passed away more than two years prior to the date of publication will be listed in Death Notices, along with alumni for whom we do not have enough information for a longer obituary.