



Steps to Publishing an ACTL White Paper

1. Maintain regular contact with your **Regent Liaison** about all your committee projects. They can help you determine the feasibility of your project. Your Regent Liaison will present and advocate for the approval of your paper by the Board of Regents.
2. Deadlines to submit a paper for consideration by the Board of Regents are **July 1** for approval at the Fall Board Meeting and **December 1** for approval at the Spring Board Meeting.
3. Once your paper is complete and ready for review, please send it by email as a Word file to Senior Communications Manager Sarah Stokes (sstokes@actl.com) and copy Amy Mrugalski (amrugalski@actl.com) and Dennis Maggi (dmaggi@actl.com).
 - a. At the time you submit the paper, please include a short description (2-3 sentences) that will be used to describe the paper online or in any marketing materials. Please also provide 5-7 key words that can be used to help someone conducting a search for your paper or topic.
4. Once your committee has submitted its paper to the National Office, it will then be provided to the Communications Committee for review. The presumption is that your committee has fully addressed any substantive concerns that arose during the writing process. The role of the Communications Committee is to provide an impartial edit, with an eye toward publishing standards and maintaining consistency in the College's "voice."
5. Once the Communications Committee has completed its review and any questions have been addressed, the paper will be sent to the College's graphic designer to be formatted for publishing. Once formatting is complete, the paper is sent back to you for final approval.
6. Upon final approval from the originating committee, the paper is provided to the Executive Committee and the Board of Regents for their review.
7. At the next Board of Regents meeting, your committee's Regent Liaison will present the paper to the Board and address any questions that arise.
8. If approved by the Board of Regents, your paper will then be posted on the College's website and notification will be included in the eBulletin. If you are interested in wider distribution, please contact Sarah Stokes, Senior Communications Manager (sstokes@actl.com).