

## Guidelines and Deadlines for Submissions for the F.W.S. Newsletter

The following guidelines are helpful when submitting service articles, reports and flyers, for the F.W.S. Newsletter:

- The mission of the **F.W.S. Newsletter** is to publish items related to S.L.A.A. service and business: Conference and Conference Committees, F.W.S. Office, Board of Trustees, Board Committees, and relevant Intergroup events related to carrying the message. Minutes will not be accepted.
- Make submissions in a .doc or .docx file, with the exception of flyers created for specific events or requests. Submissions for all committee related flyers must be clearly dated eg. date/month/year, as to when they were created, approved by the relevant service body, or last revised, as applicable. The month must be written out, not numerical, such as 18 March 2025 or March 18, 2025. This helps readers see what is current and what isn't. Without a clear and visible date, submissions may not be accepted.
- Submissions should be portrait in orientation rather than landscape. The ideal size for submissions is letter (or A4).
- Please submit your item by the deadline for each edition, after the previous edition has been published. That is the only way the Newsletter editor will know that you wish the item to appear again and whether it has changed since its last appearance.
- Remember to maintain anonymity by using first name and last initial.
- Place periods between the initials in S.L.A.A., except when included in a specific website address such as slaafws.org or a specific email address such as slaavirtual@gmail.com.
- The Newsletter is not a recovery-oriented publication *per se* and not to be confused with *theJournal*, which publishes personal recovery stories.
- Members of the Board Outreach Committee (BOC) may respond by email to your Newsletter submission for edits as necessary and appropriate. This includes correcting typos, punctuation, breaking paragraphs correctly, editing for clarity, such as in sentence and paragraph structures and flow and any other usual editorial duties.
- Use the following website address for submissions: <https://slaafws.org/fwsnews-submit>

### Deadlines for Submissions are Sundays:

**2026 February 15 - March Issue**  
**2026 May 10 - June Issue**  
**2026 August 9 - September Issue**



Please feel free to ask questions, make suggestions and become part of the international community of S.L.A.A. You can contact the editor at: <https://slaafws.org/fwsnews-submit>.