

# Guidelines for Article Submissions for The Oracle

## FORMAT

- Articles must be sent via email to your District Director of Public Relations (DDPR) and must be typed, single-spaced and ready for printing before the deadline dates to allow for editing by your DDPR prior to submission to the Editor to the Oracle. Chapter articles not sent through the DDPR will be returned.
- All articles should be in Microsoft Word format, 12 pt font, with Times New Roman font.
- Pictures should be in jpeg format and at least 300 dpi resolution.
- Pictures should be sent as an attachment and NOT on the same page or placed within the article. This makes it easier to have clearer pictures.
- Include the title of the article, name of the chapter, city, state and name of the writer for all articles.
- Avoid using all-capital letters in headings.

## CONTENTS

- Contents should be to the point and accurate.
- The articles should be newsworthy and should be of interest to people outside of your chapter.
- Articles on activities that address social concerns, community service projects, mentoring, undergraduate leadership development, scholarship awards, lifetime achievements or recognition are encouraged, especially when articles address any of the mandated programs.
- Articles describing these activities are limited to 350-500 words or less. Leading surveys indicate the ideal article reading length is 350 words.

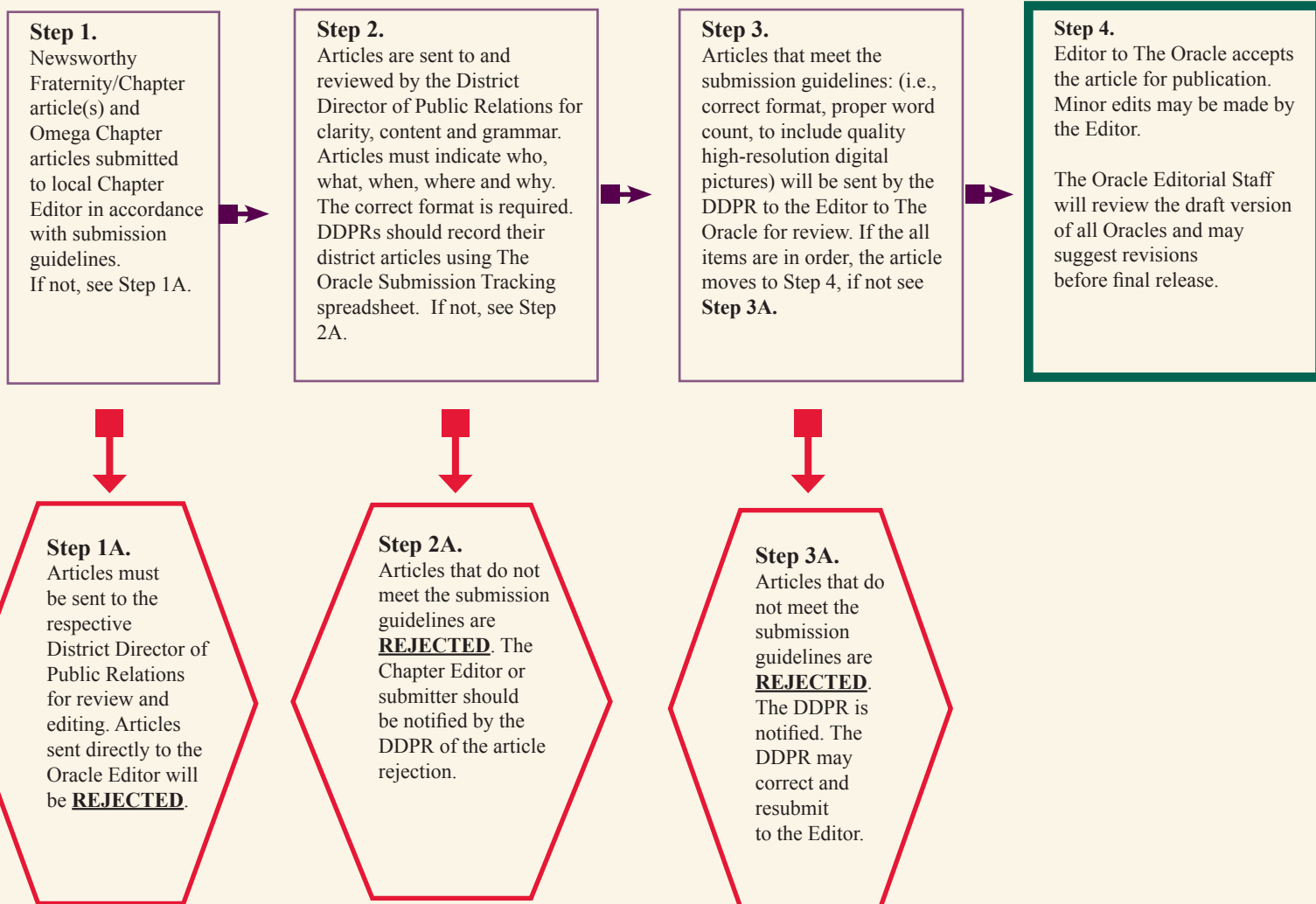
## STYLE

- Start articles with name of city and state, include a dateline.
- Capitalize “Chapter” when used in conjunction with the name of a chapter, ex. Kappa Lambda Chapter. All other references should be lowercase.
- Avoid personal opinions and editorial statements.
- When the word “Fraternity” is used to refer to Omega Psi Phi Fraternity, Inc., the letter “F” is to be capitalized.
- Please limit your articles to 350 words or less– the article should address, who, what, when, where and brief details.
- ***A maximum of two (2) articles per chapter will be allowed per publication/edition.***
- All articles must be reviewed for grammatical perfection, correct spelling, and proper syntax. They must be reviewed for acceptable composition and form.
- Articles must also be reviewed for relevance and journalistic style. These reviews will be made prior to submission of any document for publication.
- The Editorial Board reserves the right to reject any article or to make any editorial changes deemed appropriate.
- When submitting articles, be sure to scan documents for viruses prior to submission. Please contact your District Director of Public Relations first when submitting or inquiring about your articles. If you are unsuccessful in getting your questions answered, please send an email to [editortotheoracle@opph.org](mailto:editortotheoracle@opph.org).

## PHOTOGRAPHS

- Do not permit individuals to be photographed who are attired inappropriately .
- Fraternity paraphernalia with canine references, lewd images, profanity or other inappropriate attire is not allowed.
- Images with brothers wearing gold boots (other than step-show competition) are not allowed.
- Images with brothers “throwing up the hooks” are not allowed.
- Images with brothers offensively exposing their tongues or suggestive in nature are not allowed.
- Images that diminish the professionalism of Men of Omega are forbidden.
- Do not have pictures taken with subjects in front of a cluttered background. Move the subjects to a suitable background.
- When shooting a group picture with ladies seated, the photo should be taken waist up for those sitting on the first row. Avoid taking pictures of large groups: 10 or 12 people per picture is sufficient, with the exception of chapter charterings.
- When a photo exceeds five people, indicate the notable speaker(s) or person(s) and state appropriate names and titles.
- Each photograph must have an appropriate caption. Identify individuals from the left to right and tell what, when and where of the photo.
- There is a limit of two (2) photos per article.
- Photos of executive board members should list the name and respective office of the elected or appointed officer.

# Article Submissions Flowchart for The Oracle



## District Directors of PR Email Addresses

1. 1stdistrictpr@oppf.org
2. 2nndistrictpr@oppf.org
3. 3rddistrictpr@oppf.org
4. 4thdistrictpr@oppf.org
5. 5thdistrictpr@oppf.org
6. 6thdistrictpr@oppf.org
7. 7thdistrictpr@oppf.org
8. 8thdistrictpr@oppf.org
9. 9thdistrictpr@oppf.org
10. 10districtpr@oppf.org
11. 12thdistrictpr@oppf.org
12. 13districtDR@oppf.org

## NOTES:

- *All articles should be sent to the respective District Director Public Relations and not directly to the Editor to The Oracle. DDPRs will review and edit the articles before sending to the Editor.*
- *DDPRs may have alternate email addresses, but these addresses are assigned for your district.*
- *Please contact your District Director of Public Relations first when submitting or inquiring about your articles.*

# Guidelines and Items to Include for Omega Chapter Submissions

1. City, state (where the brother resided at the time of death). Begin the article with this info.
2. Name of the brother and date they entered Omega Chapter.
3. What university or college did the brother attend?
4. What chapter and when was the brother initiated in the Fraternity?
5. What area of study or professional career did this brother devote his life's work to?
6. Were there any Fraternity offices this brother held on the local, district or International level? If so, briefly mention this fraternal information.
7. Church affiliation or other organizational affiliation may be discussed.
8. Did this brother hold any elected/appointed state or national office? Did they serve in the United States military? If so, mention this information briefly.
9. List surviving family members or final information.
10. DO NOT embed a photograph in the MS Word document. I have had problems trying to retrieve the photographs from the document. The picture should be attached as a jpeg. You may scan a picture from an obituary and send it as a jpeg. Or you may have a photograph from other means to include. You may also obtain one from the Chapter/District KRS if the brother was financial. They can retrieve it from the IHQ website.
11. Omega Chapter submissions should be concise, limited to 150-200 words. It is understood that each brother who entered Omega Chapter was a stalwart brother and will be greatly missed. Please refrain from entering that piece of information that is consistent among all these brothers. Due to the number of Omega Chapter submissions, it is necessary to limit information outside of these key components.

## **Here is an example submission:**

**Raleigh, NC** - Brother Imm A. Que entered Omega Chapter on Thursday April 17, 2008. He was a charter member of Kappa Kappa Chapter at State University in 1975. He graduated magna cum laude from State University in 1978 with a B.S. degree in chemical engineering. After graduation, Brother Que served in the United States Navy as a nuclear engineer for four years. Brother Que retired from Pfizer Pharmaceuticals, Inc. in 2000 with his last assignment as Vice President of Research and Development. He served the Fraternity for more than 25 years in various capacities, such as Basileus of Kappa Kappa Chapter, 6th District Keeper of Records and Seal and 6th District Chaplain.

Brother Que, a current member of the Kappa Iota Chapter in Raleigh, NC, had the honor of being selected as the Kappa Iota and 6th District Omega Man of the Year in 1990. He was a member of Matthews Baptist Church. Brother Que was preceded in death by his wife, Lady Que. He leaves to cherish his memory two children, Ben A. Que and Imm A. Que, Jr; one brother, Big Que, and a host of other relatives and friends.



## Editor to The Oracle

Brother Michael A. Boykin, MAJ  
3951 Snapfinger Parkway  
Decatur, GA 30035  
Email: editortotheoracle@oppf.org

# The Oracle

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\* Summer 2011

The official publication of  
Omega Psi Phi Fraternity, Inc.

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(spring, summer, fall and winter)  
by Omega Psi Phi Fraternity, Inc.  
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3951 Snapfinger Parkway,  
Decatur, GA 30035.

Send address changes to:  
Omega Psi Phi Fraternity, Inc.  
Attn: Grand KRS  
3951 Snapfinger Parkway  
Decatur, GA 30035

\* The Oracle deadlines are:

Spring issue - February 15  
Summer issue - May 15  
Fall issue - August 15  
Winter issue - November 15

*\*Deadlines are subject to change.*

### District Directors of Public Relations

1st	Brother Al-Rahim Williams	2nd	Brother Zanes Cypress, Jr.
3rd	Brother Terrence Gilliam	4th	Brother Bryan K. Dirke
5th	Brother L. Rodney Bennett	6th	Brother Byron Putman
7th	Brother Darron Toston	8th	Brother Osuman Issaka
9th	Brother Van Newborn	10th	Brother Robert Browne
12th	Brother Robert L. Woodson	13th	Brother Kevin Williams

### Graphic Design Team

Brother Craig Ballard	Brother David Shelton
Brother Sean Long	Brother Michael Taylor

### International Photographer Emeritus

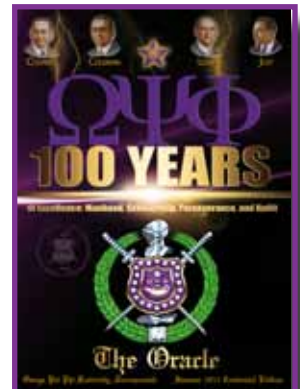
Brother John H. Williams

### International Photographers

Brother Reginald Braddock  
Brother Galvin Crisp  
Brother James Witherspoon

### 39th Grand Basileus

Brother Dr. Andrew A. Ray



Cover by Brother Sean T. Long  
# 5 Chi Lambda Lambda 2009  
Chicago, IL



# The Oracle

## OMEGA PSI PHI FRATERNITY, INCORPORATED

### Established

November 17, 1911  
Howard University  
Washington, DC

### Classification

Nonprofit Organization.  
More than 175,000  
members since inception.

### Geographic Divisions

12 Districts throughout  
the world.

### Chapters

More than 750 chapters  
throughout the United  
States, Europe, Asia,  
Africa, Korea, the  
Caribbean, and Canada.

*The Oracle* is the official  
organ of Omega Psi Phi  
Fraternity, Inc.

*The Oracle* is mailed  
nonprofit, standard mail  
from Decatur, GA 30035  
and additional mailing  
offices.

Send address changes to:

**Omega Psi Phi Frat., Inc.**  
3951 Snapfinger Parkway  
Decatur, GA 30035  
404-284-5533.

### Corporate/National Advertising Rates:

Full Page	\$2000
Half Page	\$1200
Inside Back Cover	\$2500
Inside Front Cover	\$2500

### Certified Vendor Advertising Rates:

Full Page	\$1200
Half Page	\$700
Inside Back Cover	\$2000
Inside Front Cover	\$2000

### Fraternity Member Advertising Rates:

Full Page	\$1000
Half Page	\$500
Inside Back Cover	\$1500
Inside Front Cover	\$1500

### Ad Sizes:

#### *Full Page, Inside Front & Inside Back Cover:*

Trim Size: 8.5" x 11"  
Live Area: 7.75" x 10.25"  
Bleed Area: 1/8"

#### *Half Page:*

7.75" x 5- 1/8" (horizontal); no bleed

### Art Work:

Preferred digital artwork accepted  
High Resolution PDF for print  
JPEG (300 dpi)  
TIFF (300 dpi)  
Adobe InDesign files

### Frequency and Deadlines:

*The Oracle* is published four times per year\*  
Spring Issue - March 15  
Summer Issue - June 15  
Fall Issue- September 15  
Winter Issue- December 15

\* *Deadlines are subject to change.*

### Remit all ad materials to:

The Oracle  
Attn: Michael A. Boykin, Editor to The Oracle  
3951 Snapfinger Parkway  
Decatur, GA 30035

Or send artwork electronically to:  
editortotheoracle@oppf.org