



eDigest Submission Guidelines

The Provost's eDigest is a newsletter for the faculty and staff of Lehman College, published weekly throughout the fall and spring semesters. It was initiated in late 2016, with the goal to reduce the overall volume of email sent to faculty and staff. Our aim is to offer the Lehman community a curated digest of relevant and noteworthy material—so you can get the right information at the right time.

We welcome submissions of news, events, conferences, workshops, faculty advisories, faculty publications, and anything of interest to Lehman College faculty and staff.

When you submit items to the eDigest, please follow these guidelines:

- Flyers, documents, notices, workshop series listings, etc. *must* be provided as PDF files.
- Images *must* be provided in JPG format. Submit hi-res images, maximum 500kb.
- **All submissions *must* include a 2-3 sentence description** of the item, advisory, or event as you would like it to appear. (The digest format may require us to edit further for brevity).
- The e-Digest goes out early in the week. **Submit two weeks in advance of your publication target**—e.g., for inclusion in the September 17th issue, you must submit an item by September 3rd.

Send all submissions and eDigest correspondence to

edigest.provost@lehman.cuny.edu