



SUBMISSION GUIDELINES FOR ALUMNI

SECTION	SECTION OVERVIEW	WHO WRITES THE ARTICLE	WORD COUNT	WHAT WE NEED FROM YOU	CONTENT EXAMPLES
Interview Feature	Feature in the magazine a 'life story' style interview. Articles will be from a specific angle or covering a specific topic (eg. overcoming adversity, career change).	Alumni team - you'll have a chat with a member of the alumni team who will write the article and send to you for approval.	750-1000 words	<ul style="list-style-type: none">• 1-2 hours for the interview• Timeline since leaving GHS<ul style="list-style-type: none">◦ 5-10 key dates from leaving GHS• 3-5 images (strong/powerful photos, high resolution)	<ul style="list-style-type: none">• Timeline - degree, career accomplishments and life accomplishments (awards / travelling / marriage / births / relocations)
News / Interview News	The place to share news which focuses on one area or achievement by an individual or group of alumni.	You can write the article yourself or have an informal interview chat with the alumni team who will write the article and send to you for approval.	500 words	<ul style="list-style-type: none">• Name• Class of...• 2 images• Your article in the first person, or 30-60 minutes for the interview	<ul style="list-style-type: none">• Charity news - raising money / completing a challenge like a trek or run etc.• Big career milestones - Started a new business / celebrated a business milestone / hosted an event• Reunions• Travelling expeditions
Staying in touch	The perfect section for updating the community on life changes or yearly goings on.	You will write your staying in touch piece.	max. 250 words	<ul style="list-style-type: none">• Name (and née if applicable)• Class of...• 1 image• Your piece in the first person (third person for obituaries)	<ul style="list-style-type: none">• Career news (job change / promotion / finishing university etc.)• Family Announcements (marriages, children, deaths)• Relocations• Reach out messages