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Subject: *The Ivy Leaves* Editorial Policy

The Ivy Leaves is the official publication of the National 4th Infantry (IVY) Division Association, PO Box 1914, St. Peters, MO 63376-0035. The Association is a 501'(c)(4) tax exempt, nonprofit, non-political organization designed to promote the welfare of our membership and perpetuate the history and achievements of the 4th Infantry Division past, present and future.

The Ivy Leaves is published four times per year (Winter, Spring, Summer and Fall) in printed 4-color format and is also available as an electronic document to members who request this option. The association website is regularly updated and recently enhanced at www.4thinfantry.org. It contains history, current events, list of national and chapter officers, the latest “4ID Updates”, details on all our Medal of Honor recipients, information on national and chapter reunions, an online member search and a guestbook/chat room for communicating with other 4ID vets, families, and friends. We welcome any and all suggestions on how to make our web page more valuable to you.

The Ivy Leaves will consider and review all submissions but does not guarantee their publication. The primary guideline is that submissions must relate to the 4th Infantry Division (4th ID) past, present or future and any unit or person attached or assigned to the 4th ID. All submissions are subject to editing and corrections at the discretion of the Editor. *The Ivy Leaves* does not run paid advertisements other than promotion of our organization and vendors that support the 4th ID.

The Ivy Leaves accepts articles from members and occasionally contributors such as family members, friends and related Veteran and other military organizations. Whenever possible the Editor will provide credit and recognition to these contributors. We request that such articles be limited to 500 words or less but longer articles will be judged on their merit.

We require that all submissions be formatted in Microsoft WORD or a compatible software. It is preferred such documents will be sent on disk, ‘thumb drive’ or preferably as an email attachment. Written submissions will be considered but extra time and editing may preclude their timely publication.

Photos are preferred to be High-Resolution (300 DPI) .jpg, .tif or .pdf files sent as email attachments. Photos sent by mail should be high quality copies or they may not be suitable for publication due to age and condition and will not be returned.

Submissions to the “Mail Bag”, “Looking For” and Reunions & Events should always contain the writer’s name

and mailing address along with telephone number and/or email address for contact. These items should normally be 200 words or less and should not take up excessive column space.

Finally, *The Ivy Leaves* is for the education and entertainment of our members, associates and family members. We are a ‘user friendly’ organization that honors our members and will not tolerate inappropriate language or behavior.

Respectively submitted,

Glen A. Armstrong
VP-Communications
Editor, *The Ivy Leaves*

“Steadfast and Loyal”



**THE UNITED STATES
WORLD WAR ONE
CENTENNIAL COMMISSION**