

Instructions for Preparing An AIR Alert

Revised: October 23, 2007

Authors are requested to adhere to the template that appears at the bottom of this document to ensure the AIR Alerts are consistent in appearance and follow instructions listed below:

- Alerts should be as short as possible. Any section that is not relevant can be omitted.
- Use 12-point font, with headings left justified and bold, followed by a blank line if the section contains paragraphs rather than just a single line.
- Because the Alert will be transmitted via e-mail, avoid bullets and indents. Instead of bullets, use an asterisk (flush left) followed by a tab (not an indent), and if the “bulleted” items are long, separate them with blank lines. For two nested levels of “bulleted” items, use the asterisk (as described above) for the first set and then use an indent with no special character for the second set of “bulleted” items.
- Use underlines plus bold for subsection headings and capitalize all words in the heading. Bolds and underlines may be ignored by the e-mail system, but do not appear to cause formatting or spacing problems, so they are fine. See template for examples.
- For the “Type” section, choose an appropriate category that indicates to the reader the nature of the Alert. Create your own category if none of the suggested categories is a good fit.
- For the “Timeline” section, separate the date and the activity with a hyphen (separated by blanks). Bold the times (but not the material that follows the dash). Do not use hard returns, indents, or tabs.
- For the “Resources” section, use asterisks followed by two spaces at the beginning of the line and separate the description of the resource and the corresponding URL with a colon. Do not use hard returns, indents, or tabs.
- The disclaimer (shown at the bottom of the template) should be included at the very end of the Alert, using 10-point font.

Notify Valerie M. Conley, the AIR Higher Education Data Policy (HEDPC) chair when you start an Alert.

Once you are COMPLETELY finished with writing and editing, you should e-mail the Alert to Terry Russell, the AIR Executive Director (trussell@airweb2.org) who will assign it to an individual to edit for style, with a copy to the HEDPC chair (conleyv@ohio.edu). The HEDPC chair will forward the Alert to the AIR president and coordinate feedback from the president. Terry will consult with the author about any suggested changes, and the HEDPC chair will notify the author and Terry if she or the president has any changes.

After the author signs off, Terry will ensure the final version is sent to Marne Einarson, the editor of the AIR Electronic Newsletter (E-AIR) and Matt DeMarco, the AIR Staff member for publication to the E-AIR list and on the web (with copies to the author, AIR

president, AIR Executive Director, and the chair of HEDPC). At this point if anyone has any last-minute changes to the final version, they need to call Terry right away (850-385-4155 x101) and FAX the changes to him (850-385-5180).

Alert Template (Copy and edit template below for your Alert)

Title: Short, descriptive title for Alert

Prepared: Month Year

Type: Possible choices are 1) Change in methodology, 2) Pending legislation/regulation/ruling, 3) New legislation/regulation/ruling 4) Request for feedback 5) Pending Deadline 6) Resources 7) Informational

Summary

Paragraph summarizing the Alert. Include enough information so the readers can determine if there is anything they need to do, the degree of urgency of any action, and who needs to see the Alert.

Current Status

First Subsection. This section provides more detail about the Alert.

- * Example of “bulleted” material.
- * Example of “bulleted” material that is long enough that it will wrap to the next line (no hard returns).

Second Subsection. This section provides more detail about another aspect of the Alert. Using subsections is optional.

Implications for Institutions

Material telling institutions how Alert topic may affect them and options for responding, getting ready, and/or supplying feedback

Optional: This topic will be discussed on AIR’s “HOTAIR” listserv. If you wish to share your views and/or see those of others, you can subscribe at <http://airweb2.org/listinfo/air-hedpc>

Timeline

Time 1 - What happens at this time

Time 2 - What happens at this time (if one of the items in the timeline is too long for a single line, just let it wrap)

Additional Resources

- * First resource: URL with embedded link
- * Second resource: URL with embedded link

Author: Name(s)

Coordinated by the Higher Education Data Policy Committee. All opinions expressed herein do not necessarily reflect the official position of the Association for Institutional Research.