**English Department Website News Item Submission Form**

*(updated 9/7/22)*

Please fill out the following fields; save this Word document with your last name, "News," and the date, all connected by underscoring (e.g., Barrett\_News\_090722); and email it as an attachment to Yoonsuh Kim (yoonsuh3@illinois.edu). Be sure to indicate in the email subject line that your post is "News."

**Required Content**

**Title** (to serve as a headline):

**Preview Summary** (please provide a 1-sentence summary of the news item to serve as a preview snippet on the main page):

**Body** (news item content, maximum 500 words):

**Additional Content**

**Hyperlinks** (please either create these within the body of the news item text or include them separately here):

**Images** (please send these to Yoonsuh as additional attachments; maximum 3 per news item)