The *Glowing Lamp* is an annual publication of Chi Eta Phi Sorority, Incorporated® designed to serve as a medium for reporting program and project initiatives/activities of chapters, regions and national. The Associate Editor holds direct responsibility for actual publication of the journal. The Editor-in-Chief oversees the publication of The Glowing Lamp.

**To facilitate publication:**

**THE ASSOCIATE EDITOR:**

- Sends a service letter to Chapters, Regional Directors and National Officers two-three months in advance of the deadline for submission of reports. The service letter (or packet) should include:
  - the deadline date for submission;
  - instructions for submitting reports and a copy of the guidelines and/or where submission information can be found;
  - solicitation request for ads;
  - an attached sample ad form which includes cost and specifications for submission of ads, or direct to the location of ad information on the website;
  - instructions for submitting photographs, cost and/or where the necessary information can be found; (Can also be an attachment)
  - stipulations regarding checks and where to send checks (to National Tamiochus);
  - any additional information that will facilitate quality reports;
  - contact information of the Associate Editor including email address and phone number in letter.

**Submitting Reports**

- Refer to Guidelines for Submitting Reports in the recent/latest *Glowing Lamp*.

1. **Electronic Submission Preferred.** Refer to inside back cover of *The Glowing Lamp* for guidelines.
   - Reports sent hard copy should be:
     a. two copies, typed, double spaced on 8.5 x 11 white paper, font size 12, Times New Romans.
     b. In narrative form, preferably limited to 300 words per national program accompanied with a title page that includes:
        - name of chapter, reporter, Chapter Basileus, person reporting, electronic and phone contact;
        - name of region and regional director for regional reports, electronic and phone contact;
        - name of national officer and position for national reports.
2. **Submitting Articles**
   a. Include assigned *Permission to Publish* Form with the article.
   b. Refer to *Operations Manual* for the “Permission to Publish” Form.

3. **Submitting Photographs**
   ✓ Refer to guidelines for submitting photographs found in the inside back cover of the current *Glowing Lamp*.

4. **Submitting Advertisement(s) (ADS)**
   a. Solicit Ad(s) preferably from healthcare related businesses or organizations.
   b. Have advertiser complete the Advertising/Photo Agreement/Contract Form and pay the fee for the Ad(s).
   c. Submit fee for the Ad(s) to the National Tamiochus (Financial Secretary).
   d. Forward completed copy of the Ad form and the Ad content to the Associate Editor.

6. **SUMMARY OF FINANCIAL INFORMATION AND RESPONSIBILITIES**
   b. Make check(s) payable to Chi Eta Phi Sorority, Incorporated.
   c. ONLY Chapter, Regional check(s); money orders, cashier/certified checks ACCEPTED (NO PERSONAL CHECKS ACCEPTED).
   d. Send chapter, regional check(s); money order or cashier/certified check with proper forms to National Tamiochus.

**NOTE:** PLEASE DO NOT SEND MONEY/CHECK TO THE EDITOR-IN-CHIEF or ASSOCIATE EDITOR.

*Effective: 2019*

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ADVERTISING/PHOTO AGREEMENT/CONTRACT FORM
THE GLOWING LAMP & JOCEPS
(Sample)

ADVERTISING PAGES

____ Inside Back Cover Page
____ Full Page
____ Half Page
____ One-Quarter Page
____ One-Eighth Page
____ Picture(s)/Photo(s) (B/W $_______ or Color $_______

TOTAL

You are authorized to insert a __________________ page advertisement in __________________ to be published by Chi Eta Phi Sorority, Incorporated, for which the undersigned agrees to pay the sum of $__________. Chi Eta Phi Sorority, Incorporated, hereby agrees to insert the paid advertisement for the agreed sum.

CORPORATE/ORGANIZATION NAME: ____________________________________________

AUTHORIZED SIGNATURE: ______________________________________________________

ADDRESS: ________________________________________________________________

CITY: ______________________ STATE: ____________ ZIP CODE: ____________

TELEPHONE NUMBR: ______________________ FAX NUMBER: ______________________

EMAIL ADDRESS: ____________________________________________________________

PAYMENT MUST ACCOMPANY THE AGREEMENT/CONTRACT FORM

Please complete this form. Make business/organization check or money order payable to Chi Eta Phi Sorority, Incorporated and send/mail agreement/contract and financial report form/payment to:

National Tamiochus, Chi Eta Phi Sorority, Incorporated
Address
City/State/Zip

IMPORTANT NOTE: SEND/EMAIL ALL PHOTOS, CAMERA READY ADVERTISEMENTS TO THE ASSOCIATE EDITOR ONLY, FOR GLOWING LAMP & JOCEPS

PLEASE DO NOT SEND MONEY/CHECK TO THE EDITOR-IN-CHIEF or ASSOCIATE EDITOR.

Distribution: Original to Associate Editor
Copy to Editor-in-Chief
Maintain a copy in file

Effective: 2019
GLOWING LAMP & JOCEPS FINANCIAL REPORT

CHAPTER: ___________________________ DATE: ___________________________

REGION: ___________________________

<table>
<thead>
<tr>
<th>Method of payment: (check applicable box)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Chapter/Regional Check</td>
<td>$</td>
</tr>
<tr>
<td>☐ Cashier’s/Certified Check</td>
<td>$</td>
</tr>
<tr>
<td>☐ Money Order</td>
<td>$</td>
</tr>
</tbody>
</table>

| Total Amount for Ad(s)                  | $      |
| Total Amount for Photographs (Glowing Lamp only) | $      |

Amount Enclosed: $ ______________

Chapter/Regional Reporter: ___________________________

Phone #: ___________________________ Email Address: ___________________________

Chapter/regional check or money order payable to: Chi Eta Phi Sorority, Incorporated

Mail this form and the ADVERTISING/PHOTO AGREEMENT/CONTRACT FORM together with payment/check to:
National Tamiochus, Chi Eta Phi Sorority, Incorporated
Address
City/State/Zip

PLEASE DO NOT SEND MONEY/CHECK TO THE EDITOR-IN-CHIEF or ASSOCIATE EDITOR.

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