



CHI ETA PHI SORORITY, INCORPORATED®

OPERATIONS MANUAL

PUBLICATIONS

SECTION VI

THE GLOWING LAMP

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.



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Page 2 of 2

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**

- a. Complete the Financial Report Form.
- 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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CHI ETA PHI SORORITY, INCORPORATED®
OPERATIONS MANUAL

Request this form from the
Associate Editor.

PUBLICATIONS

SECTION VI

**SAMPLE OF FORM REQUIRED FOR ADVERTISEMENT IN
GLOWING LAMP/JOCEPS**

CHI ETA PHI SORORITY, INCORPORATED®

"Professional Nursing Organization"

3029 13th St., NW ♦ Washington, D.C. 20009 ♦ (202) 232-3858 ♦ FAX (202) 232-3460
chietaphi@verizon.net ♦ www.chietaphi.com

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

ADVERTISING PAGES	AMOUNT
___ 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

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GLOWING LAMP & JOCEPS FINANCIAL REPORT

CHAPTER: _____ DATE: _____

REGION: _____

Method of payment: (check applicable box)

- ☐ Chapter/Regional Check
- ☐ Cashier's/Certified Check
- ☐ Money Order

	Amount
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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