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# on articles, pictures, addresses, etc.

Without belaboring the point, we'd like to let you know what to expect when you send things for use in the magazine. **Articles:** If you have written an article you think would be of interest to many Sooner readers and would like to have it considered for publication, send it along. We'll read it, return it if we can't use it, or print it if we can. We are interested in articles, preferably those dealing with alumni and their activities or with the University of Oklahoma or higher education in general. Pay for your efforts is minimal with top price running about \$25 plus extra copies of the magazine if requested. **Pictures:** We have not been using individual photos in the Roll Call section. We will, however, consider group pictures of activities of alumni providing they are something more than a bunch of people staring into the camera. Any picture submitted to the Sooner must be at least 5 inches by 7 inches and of good quality. This means that much as we'd like to we simply can't take Polaroid and/or box camera products. They are fine for home use but don't reproduce worth anything in the printing process. Likewise, even a professional picture sometimes cannot be used. There is a limit to the number of people that can be included in a picture and still be identified. We cannot in good conscience use a picture of 15 or 20 people when we know they will all come out in print looking like small fuzzy dots. When in doubt, however, send the picture and let us make the decision. Please do identify all the people in the pictures you send. Do that on a separate piece of paper since writing on the back of the picture often destroys the surface for printing purposes. If you would like the picture returned, give us an address to send it to. **Letters:** We do print letters although we haven't done so in a long time. It is hard to find space to sandwich in just one or two letters, which is about all we get. We'd really like to run a regular letters column if people would write to us. Letters must be signed, however, and include the sender's address and home town. Letters on any subject will be considered and need not necessarily pertain to material that has run in the magazine. We will consider preserving the writer's anonymity if requested. **Local News:** If your city has some type of alumni organization, we will be happy to receive news item about your activities. There is a considerable time lag (about a month) in production of the magazine making most organization news somewhat elderly by the time it gets into print. We will, however, consider it for publication if you will try to

send the information, in as complete a form as possible, immediately after the event. **Class Notes:** We make a concerted effort to include all the class notes we get in the Roll Call section. We have had some complaints that the Roll Call items are pretty cut and dried, dealing only with job changes, honors, etc. The items are written as concisely as possible because of space limitations. We try to include as much information as possible, but have only the information sent to work with. We work from newspaper clippings, forms from the magazine and personal notes from alumni and friends. It speeds up the process if you will include your degree and year on all Roll Call items so we won't have to look them up. If you don't see your item when you think it should be there, try the next issue since we operate with a considerable backlog. Do be sure your name and town are on all items sent. Some come in without that information making it impossible for us to write anything. **Address Changes:** Many of you have become understandably vexed when you send an address change and see no results for several months. Changing an address for even a relatively small operation like ours is a complicated process. There is a master card in the alumni office that must be looked up and changed. Then a correction must be sent to the computer center where it is programmed. We usually order mailing labels the middle of each month. Because of backlogged address changes both in our office and at the computer center, it may take 60 to 90 days before your address change will be processed. If after those 90 days you are still not getting a correct address, write us again. Things do get lost sometimes. **Where To Write:** Everyone at the Association receives his mail at the same address. So write to the magazine, the director, the records department or whoever you want at 900 Asp Avenue, Mz 3, Norman, Oklahoma 73069. Sending anything addressed to The University of Oklahoma only slows it up because we receive the bulk of our mail directly from the U.S. Post Office rather than through University mail service. **On Things In General:** If you aren't getting the kind of service you feel you deserve, let someone know. We'll try to straighten it out. We value our members, our readers, our friends and even our disgruntled acquaintances. If we don't know there's a problem, we can't help. The phone number in the main office is 405-325-5711, and at the magazine it is 405-325-6611 if you care to call.