

Formatting Guidelines for Class Notes

Strive for clear, concise, accurate notes. When editing class notes, be mindful of when the note was written and when it will be published. Change tense as necessary. When paraphrasing rather than printing verbatim, check for subject/verb agreement and proper pronoun usage. Notes can always be improved with editing, so generally avoid “so-and-so writes:” unless the quote actually adds some interest.

Obituaries

- provide name, class year, career title, date of death, hometown city/state, career synopsis.
- no need to use the word “on” before date of death; no need to include cause or circumstances surrounding death, or memorial information unless it relates to WC.
- because of space constraints, we do not include the long list of survivors, but do include those who are alumni.
- we do include obituaries of former faculty and longtime staff whom alumni might remember
- present obituaries in chronological order by class year, not date of death.
- Word count can range between 40 and 150 words

Marriage Announcements

- Put lifestyle information in the class notes section. Because we generally run long captions identifying alumni attending the wedding, providing information about the couple makes the captions too long.
- no need to say “WC alumni.” We can assume everyone knows we’re talking about WC.
- Include all class years of those in attendance, and make sure the apostrophe is going the right way. (Shift-option-close bracket will give you the proper symbol to place before the class year. Class years should read ’98 rather than ‘98.)

Birth Announcements

- I’d like to see us move toward picturing more alumni with their offspring, rather than single baby pix. It might be more meaningful to alumni to see their friends and classmates with their babies.
- For captions, connect the text to the photo so the caption makes sense. In most cases, the baby’s name should be the subject of the sentence.

Engagement Announcements

It has been a longstanding policy to decline running engagement announcements. Limit engagement announcements to a class note entry.