

From: [Communications and Marketing](#)
To: [Employee Distribution List](#); isu-community-l@listserv.indstate.edu
Subject: ISU Special Announcement - ISU Today has new website, look
Date: Wednesday, February 21, 2018 8:18:36 AM

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ISU Special Announcement

Wednesday, February 21, 2018

ISU Today has new website, look

ISU Today now has a new look, [website](#) and [submission form](#). The e-newsletter will continue to be sent in the morning to employees and will highlight your announcements, reminders, upcoming events and news.

A few of highlights of the new e-newsletters (ISU Today and STATEments):

Bookmark the new site - today.indstate.edu.

Attachments can be included in the form.

Calendar entries and newsletter entries can be submitted using the [form](#).

Search for past announcements on the website.

STATEments is the student e-newsletter sent on Mondays and Thursdays.

The e-newsletters are written using AP Stylebook. Please review and use [Indiana State's style guide](#) when writing your entries.

Guidelines for entries:

Entries will run a maximum of two times. It is recommended that the dates are not consecutive.

Entries must be received by 3 p.m. the day before they are to run (3 p.m. Fridays for Monday items).

Entries must have a direct relationship to the university. Notices of non-profit fundraising activities and events must have a general university connection. Commercial advertisements for for-profit entities are not permitted.

Refer to the [FAQ page](#) or contact ISU-Communciations@mail.indstate.edu with questions or feedback.

The Office of Communications and Marketing produces *ISU Today*, the daily electronic newsletter for Indiana State University, and distributes campus *Special Announcements as needed*. *ISU Today* and *Special Announcements* are provided to all faculty and staff via e-mail.