

POLICY/PROCEDURE NUMBER: **C – 2.4**

DATE: October 1996	SUBJECT:
ISSUE: Publications	Publications Schedule for Quarterly Journal
REVIEWED: September 2023	PAGES: 1 of 1

1. Proposed Journal Deadlines:

1.1 Yearly Publishing Schedule.

It is very Important to be aware of the existing time structure for submissions. Each issue must be ready for editing based on the following proposed dates:

	<i>Ad Closing</i>	<i>Material Due</i>	<i>Publication Date</i>
<i>Spring</i>	Early Feb.	Middle of Feb	March
<i>Summer</i>	Early July	Middle of July	August
<i>Fall</i>	Early Oct.	Middle of Oct.	October
<i>Winter</i>	Early Dec.	Middle of Dec.	December

1.2 Specific dates are published annual in the CHF Media Kit.

Approved by: _____
President

Date: _____