

Class Letters:  
A Labor of Love

Thank you for the work you do for Hollins and for your classmates in this important volunteer role as a class reporter. We value you and your contribution to Hollins.

\*Please be aware that, in addition to the magazine, reporter names and contact information are listed on the Hollins website.\*

If your contact information changes, please let us know at [classnews@hollins.edu](mailto:classnews@hollins.edu) or 1-800-TINKER1 (1-800-846-5371) so we can make sure your classmates can reach you.

**Alumnae/i Names:**

- Please verify the spelling of your classmates' names, if at all possible.
- The first time your classmate's name is listed in your letter, please type the full name in bold.
  - Example: **Jane "Janie" Doe Hollins**.
- Any subsequent times the name is mentioned, use the first name or nickname and current last name without boldface.
- Please **do not** type names in all-caps, italicize, use parentheses, or underline any parts of a name.

**Deadlines:**

Deadlines for your classmates to send their news to you are printed at the beginning of the magazine.

- **Fall Issue**
  - Classmates to submit *News to You*:  
**September 12**
  - Reporters to submit *Letter to Hollins*:  
**September 26**
  - Magazine *In Mailboxes*:  
Approximately **November 21**

**Word limits:**

- 1920s – 1950s: 825 words (2 ½ typed pages, double spaced)
- 1960s – present: 1,650 words (5 typed pages, double spaced)

**Include:**

- Your class year at the top of your letter
- Your contact information as you wish it to appear in the magazine

**Send:**

- E-mail your letter to [classnews@hollins.edu](mailto:classnews@hollins.edu)
- Copy (cc) alumnae relations, at [alumnae@hollins.edu](mailto:alumnae@hollins.edu)

**Format:**

If at all possible, please format your letter in Microsoft Word (.docx), as we cannot open Apple Pages. If you do not have Microsoft Word, please save it as a PDF or send the letter in the body of your email.

**Questions? Concerns?**

Please do not hesitate to contact the alumnae relations office; we love to help!  
You can reach the class news editor at [classnews@hollins.edu](mailto:classnews@hollins.edu) or alumnae relations at [alumnae@hollins.edu](mailto:alumnae@hollins.edu) and 540.362.6498.