

## **AVP NEWSLETTER GUIDELINES**

**PURPOSE:** The AVP newsletter will provide a venue to enhance communication among the AVP community, including staff, facilitators, and participants, regardless of imprisonment status. It may also serve as education and insight of the mission and values of AVP and the lives of incarcerated individuals to the FNVW community and others through broader dissemination on the FNVW website.

### **COMMUNICATION/DISTRIBUTION:**

1. In keeping with prison restrictions, all communication with incarcerated AVPers will take place via the FNVW office.
2. The newsletter will be shared with all non-incarcerated AVP facilitators and participants upon their request. This request should be communicated to the FNVW office by any reliable method. Distribution of the newsletter to incarcerated AVPers will be made upon their request. This request will follow the established guidelines for each facility. The newsletters will also be posted and archived for access through the FNVW website.
3. Monthly newsletters will be distributed to outside AVPers electronically or in paper form at their request. Incarcerated AVPers will receive copies of the newsletter following facility protocols, for example, FNVW providing a batch of printed copies to be distributed by the facility to AVP participants and facilitators. Incarcerated AVPers are encouraged to contact the FNVW office if they wish to receive copies of the newsletter upon their release.

### **GENERAL GUIDELINES:**

1. All submissions to the newsletter will be done in writing in any accessible medium, including electronically. Outside AVPers may submit items directly to the Editor or through the FNVW office. Incarcerated AVPers will submit through the FNVW office, according to facility guidelines.
2. Submission forms will be available electronically and via methods to be determined by each facility, as appropriate.
3. Text items should be no longer than 250 words in length.
4. Authors will be identified in the newsletter by their adjective names or as anonymous, at the authors' discretion.
5. Authors may be identified as inside or outside, participant or facilitator, at the author's request.
6. Location of inside authors may be included at the author's discretion.
7. Authors' submissions may be amended by the editor, for length or confidentiality reasons. Authors agree to this when sending their submissions. Where permissible, the submitted material and suggestions for change will be returned to the author for their approval. Every effort will be made to retain the full text submitted or, if edited, the intended message of the author.
8. At the discretion of the Editor submissions may be edited or excluded from the newsletter for reasons including but not limited to:
  - a. Length of submission
  - b. Content not in alignment with AVP Principles
  - c. Possible risk/safety concern to incarcerated author
  - d. Redundancy of submissions
  - e. Space in the newsletter

**TOPICS OF SUBMISSIONS:** Submissions to the AVP newsletter are limited only by the creativity and passion of the authors, but should be relevant to and in alignment with the mission and values of AVP.

**TYPES OF SUBMISSIONS:** Submissions may include but are not limited to: personal stories, narrative stories, poetry, artwork, opinion pieces, quotes from public figures (with appropriate attribution) and internet links – bearing in mind the guidelines regarding length and appropriateness, and available space in the newsletter.