

THE PEN

Deadline Schedule for 2012

The Pen is distributed on the first payday of every month electronically. Articles submitted for publication should not exceed 500 words and are due to the Editor by the deadline indicated below.

Issue	Publication Date	Copy Due Date
January	January 6	December 9, 2011
February	February 3	January 16, 2012
March	March 2	February 4
April	April 13	March 16
May	May 11	April 13
June	June 8	May 11
July	July 6	June 6
August	August 3	July 6
September	September 14	August 17
October	October 12	September 14
November	November 9	October 12
December	December 7	November 9
January 2013	January 4, 2013	December 7, 2012

THE PEN EXTRA

Deadline Schedule for 2012

The Pen Extra, a quarterly newsletter is distributed electronically to all Unified Personnel System employees via Outlook and will contain such items as classified ads, birth and marriage announcements. Send submission for consideration to the Editor at employee.communications@pinellascounty.org.

<u>Issue</u>	<u>Copy Due Date</u>
1 st Quarter	December 9, 2011
2 nd Quarter	March 9, 2012
3 rd Quarter	May 4, 2012
4 th Quarter	August 1, 2012

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