**NOTE: Delete this Instructions Page prior to sending in. Put your article on the following page using the styles there.**

**Who should use this template?** Anyone writing an article that is the following:

President’s Corner

Notes from the Board

INSIGHT Preview

Social Media Update

INCOSE Member Newsletter

Note From the Editor

Major articles of interest that are not in every issue

*Note to authors: For graphics/photos,* ***please send native graphic/photo files so that they can be edited***

*• Send photos as jpg or raw files directly from the camera*

*• Place the file name of the graphic/photo in the caption in this document near where you would like the graphic to appear*

*• Send the native files even if you paste the graphics/photos into this template*

*• Send any questions about graphics or photos to marcom@incose.org with* ***Newsletter Graphics*** *in the subject line*

*During production the graphics/photos will be reworked to fit the space and to provide the highest quality newsletter possible. If the original files are available this is a much more efficient process.*

Section/Article Title

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# Heading 1

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