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PRESS RELEASE GUIDELINES CHECKLIST

*Materials are needed at least two weeks before the embargo posting date
(if no embargo, then two weeks before the publication date)*

Professor's name:

Contact: (Name/contact info for grad student/assistant, if appropriate)

Topic:

Abstract and complete article:

Name of journal or conference:

Publication/conference date:

Embargo date:

Graphics, photos, and video (if available) of research:

Imagery captions and credits:

Journal's PR contact info: