

inside OAKLAND

A newsletter for Oakland University colleagues

OTUS, ITC merge to improve customer service

Technology institute plans new services for faculty and staff



Instructional Technology Manager George Preisinger (left) and Office of Training and User Support Manager Vicki Larabell are reorganizing their areas into one institute to provide improved services to Oakland University faculty and staff.

While most computer users are dreading the turn of the century, Oakland University users have something to look forward to: the tentatively named Multimedia Technology Institute.

The institute will be housed in the new School of Business Administration building, which is to open in fall 2000. It promises to improve service to faculty and staff seeking to develop information instructional technology applications, including multimedia presentations, administrative use of Banner system and Web sites. The staff

of the Office of Training and User Support (OTUS) and the Instructional Technology Center (ITC) will reorganize to provide the core

support staff for the new institute.

The center will include two computer training labs, an eight-seat faculty /staff multimedia development center, a multimedia production center and a 100-seat electronically enhanced auditorium.

"The technology institute will provide many different levels of service," ITC Manager George Preisinger says. "First, we'll offer personal and formal training sessions to faculty and staff seeking to develop technology applications on their own. We'll also provide facilities and equipment for these users so that they can apply what they've learned.

"The institute will also develop and produce materials for faculty and staff who don't want to do it on their own.

"We hope to become a one-stop shop for the development

and deployment of academic and administrative information and instructional technology applications."

OTUS Manager Vicki Larabell says the new department plans to make the institute a development house for departments and individuals who want to provide information on the Web.

"Support for Web initiatives has always been weak on campus, and we hope that the institute will remedy this," Larabell says.

"Communications and Marketing will team with us to provide message and design consistency."

Although the ground for the institute has not even been broken yet, plans are already under way for how it will serve the university community.

Meetings with campus academic and administrative units will continue throughout the winter.

Expecting the best



Geri Graham SBA '86 succeeds in helping to prepare disadvantaged youths for higher education

The numbers tell the story: Since Geri Graham SBA '86 joined Oakland University's Project Upward Bound in 1990, 100 percent of students involved in the program have graduated from high school and more than 80 percent have enrolled in college.

The program is one of three originally established by the Higher Education Act of 1965 to help disadvantaged youths whose social, economic or cultural circumstances hold them back academically.

Students participate in the program from ninth through 12th grade and meet for two

Saturdays a month for enrichment during the school year along with six full weeks in the summer which are spent on OU's campus.

Graham was promoted to program director from assistant director in 1995. She joined OU in 1971, serving in the office of Business Affairs.

Graham earned an undergraduate degree in Human Resource Management from OU's School of Business Administration in 1986 and in 1995 received an MBA from Lawrence Technological University.

Last November was a big month for Graham.

On November 10, she was presented the Mid America Association of Educational Opportunity Program Personnel Louis Stokes Award because of the national impact her involvement had on the Higher Education Act reauthorization process and was sworn into office as president of the Michigan Chapter of MAEOPP.

On November 21, she became married and is honeymooning through mid January.

She feels her knowledge of people and business management are important assets to succeeding in her field.

"My ideal project team includes one employee with education expertise, one with advising/counseling expertise and one with administrative expertise," she says.

Graham's enthusiasm for her job and for the students is obvious and she relates to them personally. Her mother was an OU cashier who passed on a strong work ethic that motivated Graham to work and go to school part time throughout her college years.

"Based on income and the

fact that neither of my parents hold degrees, I would have been eligible for Upward Bound had I known it existed," she says.

"But I had people who believed in me and told me I could do it.

"This job provides a whole lot of variety. The most rewarding thing is when you see understanding happen; the light bulb effect. It keeps my energy up.

"Upward Bound brings many students here to enroll at OU who wouldn't be here from those communities without the program. Our mission is to prepare students for college and it's great when they enroll at OU."

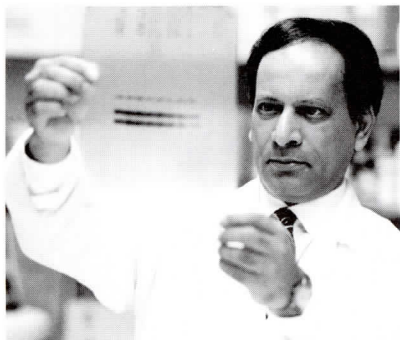
Geri Graham SBA '86 — 'Albert and me'

Inspiration: "My heart. The things I've learned in life aren't worth anything if I can't share them. My position here is not just a job; it's a ministry."

What co-workers may say about me: "That I'm a hard person to please. I'm demanding. I believe in expectation theory. And I have high expectations of myself and others."

Two famous people you would have liked to have had as teachers: "Albert Einstein because I don't think he'd be the stereotype of a brain. Everyone has a people side. And Jesus because I believe he is the greatest teacher ever. I would have liked to have personally seen people's reactions to his magnificence."

Besides your job, name something you do well: "I can do a mean lawn-mowing job. I love being out in the fresh air and sunshine. I inherited that from my father who was raised in a rural area and always had a garden. And I sew. That was one of the skills my mother taught us as a back-up."



Virinder Moudgil, chair, Biological Sciences, College of Arts and Sciences, says his team of students got the idea to examine the thyroid-estrogen link from findings described in scientific journals. "This discovery has clinical importance," he says.

Oakland students discover link between hormones and cancer

An Oakland University professor and his students have discovered that thyroid hormone in breast cancer cells can raise the level of a tumor suppressor just as estrogen does.

The finding has potential implications in cancer treatment, says Virinder Moudgil, chair, Biological Sciences, College of Arts and Sciences. Tumor suppressor proteins discourage cancer growth; their absence or deficiency puts humans at high risk.

"This research implies two conditions, thyroid function and breast cancer, could be treated at once with one hormone," Moudgil says. "Or you could have side effects: Even though you are treating your thyroid condition, you could be raising your estrogen activity and putting somebody at risk."

Hormones are chemicals made by the body that turn processes on or off.

Thyroid hormone controls the body's energy level. Estrogen, a female sex hormone, controls development of the uterus, vagina and other sex organs.

Moudgil's students presented their findings this summer at The Endocrine Society's 80th Annual Meeting, the most prestigious conference on hormone research.

Those students are Sumi Dinda, a candidate for a Ph.D. in biomedical sciences; and Amy Sanchez, a candidate for a master's in biology, and Irene Odigie, an undergraduate biology major.

The team got the idea to examine the thyroid-estrogen link from findings described in

scientific journals.

Moudgil cautions that the link has not been observed in humans, but in human cancer cells in a lab.

The team's next step is to study the relationship further. After that, testing could begin on live animals.

"This discovery has clinical importance," Moudgil says. But more research will determine how much the relationship between thyroid hormone and breast cancer could affect humans.

Moudgil's lab in 1995 was the first to report how hormones affect tumor suppressor proteins in breast cancer cells. Those findings were described in the *Journal of Biological Chemistry*, the top publication in the field.

bits and PIECES



Oakland to host top swimming competition

Oakland University is hosting the National Independent Conference swimming and diving championships February 25-27, 1999. The

event will feature some of the nation's top swimmers and will showcase Oakland's state-of-the-art aquatics center. Seating capacity is 1,000. Call Barry Neuberger, assistant athletic director for marketing, for ticket information at 370-4034.

Center announces cancer support network

The Graham Health Center is launching The OU Cancer Network.

The network's mission is to offer emotional support, guidance and other resources to Oakland University employees and their families who are recently diagnosed with cancer, or to those who are in transition from treatment to a normal life routine.

Meetings are open to both survivors and their family members/friends.

The first meeting is scheduled

at 5:15 p.m. January 11. Meetings will be held every Monday for five weeks.

Call Graham Health Center at 2341 to enroll in the group. Walk-ins are not permitted.

E-mail improves student services

The Advising Resource Center in November established an e-mail address to help answer questions of undecided and first-year students.

Students can e-mail ARC@oakland.edu and the center will help connect them with the appropriate information sources, says Tricia Westergaard, counselor and program coordinator.

Typical questions may concern general education requirements and exploring majors.

"We want to reach and help more students," Westergaard says.

Fellow — presented papers at a Symposium on Immune-Neuro-Endocrine Interactions in College Park, Pennsylvania, and the Autumn Immunology Conference in Chicago, describing recent progress on the understanding of genetic mechanisms for the suppression of immunity by depression and stress.

Janice Mazzola, Darlene Schott-Baer and Linda Addy, School of Nursing, wrote an article, titled *Clinical Factors Associated with the Development of Phlebitis After Insertion of a Peripherally Inserted Central Catheter*, which was published in the January/February 1999 issue of *Journal of Intravenous Nursing*.

Louis J. Nachman, Mathematics and Statistics, was one of the organizers of a workshop on *Mathematical Foundations for Features in Computer-Aided Design, Engineering, and Manufacturing*, hosted by the Great Lakes Section of SIAM on October 22-23. Nachman also chaired one of the workshop sessions.

Steve Shively, English, presented a paper, titled *A Bird's-eye View of Canada* from the Nature

Writing of John Janovy and Paul Johnsgard, at the Joint Annual Meeting of the Western Literature Association and the Canadian Association for American Studies in Banff, Alberta, October 17.

Ronald Sudol, Rhetoric, Communication and Journalism, conducted a training session on English Vertical Teams for teachers of Advanced Placement English at the University of Minnesota in a program sponsored by The College Board.

Sze-kai Tsui, Mathematics and Statistics, co-authored a paper titled *S control theory for Cartesian flexible robot arms* that was published in the *Journal of Mathematical Analysis and Applications*. The demand for high speed and low cost are driving the research for control of lightweight flexible robots. In this journal article, the question of how to control a flexible robot arm on a moving base with a payload at the tip end is investigated in detail.

Geoff Wawro, History, was awarded a DAAD (German Academic Exchange Service) Faculty Study Grant for research in German archives in 1998. He spent three months researching

breaking NEWS

Here's a chance to shape student conduct rules

If you've always wanted to give your opinion about Oakland University's conduct rules, you may have an opportunity.

The Dean of Students office will distribute surveys to a random sample of Oakland faculty, staff and students in early January.

Responses are due by mid January.

David Herman, assistant vice president for Student Affairs and Dean of Students, says he's conducting the survey because the community hasn't been asked about the conduct rules in a decade.

Responses will help in changing the system. The survey covers common academic and behavioral violations such as marijuana possession, vandalism, theft, harassment, drunken and disorderly conduct, and cheating on exams and assignments.

For more information, contact Herman at 3352.

oakland WAY OF LIFE

Simple changes can make your recipes healthier

Yes, the holidays are over and your scales probably show it. After filling up on turkey, sweet potatoes and pie, this is the perfect time to modify your recipes to make them healthier.

With just a few changes, you can greatly reduce your intake of fat, sugar, salt and calories. Try these tips:

1. Replace each egg in your recipe with either a quarter-cup of egg substitute or two egg whites.
2. In some recipes, you can use applesauce to replace the fat.
3. Always go for the low-fat or fat-free choices.
4. Three tablespoons of cocoa powder with one tablespoon of oil can replace one ounce of baking chocolate.
5. Afraid to go cold turkey? Modify your recipes a little at a time. For example, try adding half the usual salt, margarine or oil to recipes.
6. Substitute evaporated skim milk for heavy cream.
7. Substitute plain yogurt for sour cream.
8. Reduce sugar in your recipes by one-third or one-half the amount listed. Use artificial sweeteners as desired.

These simple steps can help set you off in the right direction in the new year.

For more nutritional information, call the Meadow Brook Health Enhancement Institute at 4523.

Next issue: *A Prescription to Prevent Heart Attacks*.

campus REGISTRY

of distinction

Robert Anderson, English, presented a paper at the American Conference on Romanticism in Santa Barbara October 17. Romanticism, Ecology and Dwelling: Wordsworth's *The Ruined Cottage* was the conference title. He presented a paper November 19-22 at the meeting of the Group for Early Modern Cultural Studies titled *The Associated Self: Godwin and the Logic of Psychological/Political Association*. On December 3, he gave a lecture at the Brandon Township Library on David Mamet's *Oleanna*.

Denis Callewaert, Chemistry, gave an invited presentation on the mechanisms of hormonal regulation of cellular immunity at the International Congress of Neuroimmunology in Montreal, Quebec, and presented the opening talk at the session on *Regulation of Natural Killer Cells* at the 3rd International Meeting of the Society for Natural Immunity in Warrenton, Virginia. Callewaert's students — Frances Morgan, Ph.D. candidate, and Amanda Labron, Howard Hughes

the Franco-Prussian War of 1870-71 in Munich, Freiburg and Berlin.



Jill Zeilstra-Ryalls, assistant professor, Department of Biological Sciences, College of Arts and Sciences, says she will study at the molecular level how cells sense environmental signals such as light, oxygen and temperature, a key question in biology.

Researcher studies blood disorder, gives undergraduate students valuable experience

A new Oakland University professor is studying blood diseases and helping to answer a fundamental question of biology while providing student researchers with valuable experience.

Jill Zeilstra-Ryalls, assistant professor, Department of Biological Sciences, College of Arts and Sciences, just received a three-year National Science Foundation grant for \$224,992.

With the grant, she will study at the molecular level how cells sense environmental signals such as light, oxygen and temperature, a key question in biology.

She uses the bacterium *Rhodobacter sphaeroides* in her studies because its responses to environmental signals are easy to measure

by monitoring production of molecules called tetrapyrroles.

Tetrapyrroles are essential to all life. Examples are heme, required for respiration and oxygen transport in blood; and chlorophyll, which is essential for photosynthesis.

The bacterium produces heme and chlorophyll in amounts regulated by light and oxygen, she says.

"By understanding how organisms can respond to these environmental signals, we can perhaps explain certain problems in heme metabolism," Zeilstra-Ryalls says.

Problems in heme metabolism cause a group of blood diseases called porphyrias.

Zeilstra-Ryalls' grant also

provides valuable opportunities for students to participate in research. Students' experiences prove useful for many careers in research, teaching and medicine, she says.

Zeilstra-Ryalls' students use a state-of-the-art DNA sequencer in their research. Not only is such an opportunity rare for an undergraduate, but it's also unusual for students at a university of OU's size.

Zeilstra-Ryalls came to OU in September 1997 from the University of Texas Health Sciences Center in Houston, where she held a research assistant professorship.

At Oakland University, she teaches undergraduate courses in general microbiology and human microbiology.

The show goes on and on: Department meets growing demand for performers

Employment of performing arts majors is expected to grow faster than the average for all occupations through the year 2006 — and word is out that Oakland University is the place to learn the trade.

Enrollment in the College of Arts and Sciences' Department of Music, Theatre and Dance rocketed from 80 in 1993 to 450 in 1998, showing the highest growth of any department in the college.

The 1998-99 *Bureau of Labor Statistics Occupational Outlook Handbook* says the number of jobs will jump as demand rises for live entertainment, films, cable and satellite

TV, home movie rentals and television syndications. Great news for aspiring musicians, dancers, choreographers, actors, directors and producers.

Carol Halsted, chair, Department of Music, Theatre and Dance, attributes the increase to the 1993 establishment of the degree, Bachelor of Arts in Performing Arts. The degree has majors in dance, theatre and theatre production.

"We have the degrees. We have excellent faculty. We do excellent performances, and when the students come to see them, they want to be a part of

it," Halsted says. "Students find out where good things are happening."

The department's most popular major is music theatre, a major that most schools don't offer, she says. Students produce an opera and a musical each year.

Another advantage is the department's collaboration with professional groups. Student actors and an assistant stage manager in the 1997-98 season worked with Meadow Brook Theatre professionals in the play, *Angels in America, Part I: Millennium Approaches*. The production drew widespread praise from

critics and was recognized by *The Oakland Press* as Best Play. And the American College Theatre Festival recently named OU's student production, *Cloud Nine*, among the top six in the nation.

Students also serve in apprenticeships with the professional dance company in residence, the Eisenhower Dance Ensemble, and perform in groups such as the Meadow Brook Estate.

In January, the department will welcome a quartet in residence from the Detroit Symphony Orchestra.

School of Nursing, Henry Ford introduce program to increase critical care nurses

The Oakland University School of Nursing has teamed with Henry Ford Health System to increase the number of critical care nurses in metro Detroit. Based on the first graduates, the program is already a remarkable success.

"The need for critical care nurses is tremendous," SON Assistant Dean Terry Wehrwein says. "The technologies that exist in health care today are saving more lives and increasing the number of critical care beds. At Henry Ford Hospital, there are as many critical care beds as regular hospital beds."

Traditionally, critical care nurses must have several years' experience, typically on medical/surgical or general medicine units, before transferring to an intensive care unit. Wehrwein says this practice isn't keeping up with demand.

"We needed to develop a way for nurses to move more quickly into the expanding critical care environment," she says. "The need was there. Our students were interested in critical care. The question was simply how to match up the two."

The SON met the demand head-on, partnering with HFHS to begin an innovative critical care program that gives qualified nursing students the opportunity to graduate into a critical care nursing position at HFHS — guaranteed.

"We know many students are interested but just don't have the specific skills to work with critical care clients," she says. "This new program solves that problem. Applicants are first interviewed by nursing managers. After they pass the seven-week course with a 2.5 grade-point average or above, perform well in their clinical

tests and pass their boards, HFHS offers them an immediate position in critical care."

The first class has fared beyond expectations: 30 students began the program and 26 accepted offers from Henry Ford, says Mary Kravutske, nurse scholar, HFHS/OU Center for Academic Nursing. Three withdrew from the course and a fourth moved out of state.

"The students were all very excited," she says. "They wanted to work in intensive care, and this allowed them to start their career right in that unit."

"Best of all, the staff have accepted these new graduates."

"Some had reservations, but they also know how difficult it is to find experienced nurses to fill these positions."

"The staff had the opportunity to meet the candi-

dates, and that made a difference."

Wehrwein hopes the SON can expand the concept to other areas.

"There's a serious need for home care nurses," Wehrwein says. "We've had smaller, similar programs related to home care in the past and we may revive them in the future."

"We're looking at expanding what we did with the critical care course and providing parallel programs for nurses interested in maternal child or home care areas."

She says the program is a trailblazer in the nursing profession.

"Hospitals have had internships for students in the past, but not for-credit courses. And the results are undeniable. We've been able to hire qualified critical care."



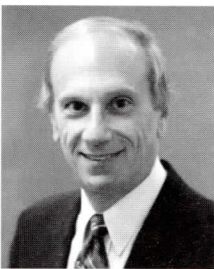
Enrollment in the College of Arts and Sciences' Department of Music, Theatre and Dance rocketed from 80 in 1993 to 450 in 1998, showing the highest growth of any department in the college.

get to **KNOW**

OU STAFF WHO LOVE OPERA



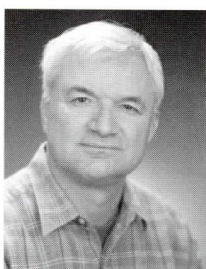
BRIAN MURPHY
Director
Honors College



RON HORWITZ
Professor
School of Business
Administration



ANN POGANY
Assistant Professor
Library



PAT NICOSIA
Director
Budget and Financial
Planning

What is your favorite opera?	Verdi's <i>Rigoletto</i> and Wagner's <i>Die Meistersinger</i> .	Wow! Lots of 'em. If I had to pick one, I suppose <i>Die Walkure</i> .	This is a very tough decision because I have a number that I love, but I suppose it's <i>La Traviata</i> by a hair.	<i>La Traviata</i> .
Who is your favorite opera singer?	Maria Callas (for her amazing acting, not her voice).	Male: Jussi Bjoerling; Female: Renata Tebaldi.	Pavarotti at his peak was a superb tenor, in fact he is still very good. As for women, they are too numerous to mention.	I have no favorite. I prefer those who can act as well as sing and look the part.
Who is your favorite opera composer?	I can't limit myself to one. Opera is like heaven, a house with many mansions.	Verdi.	Another tough decision, but I have to say Verdi. Gounod and Donizetti follow very closely.	Puccini.
What attracts you to opera and why?	Intensity, passion: opera's the most thrilling of the art forms. It's the ultimate safe sex.	The combination of music (vocal and orchestral), staging, sometimes dancing and sometimes acting into a theatrical whole.	The gorgeous music coupled with great theatre. Opera has it all.	The beautiful music and the grandness of it all.
How many times a year do you attend?	Toni, my wife, and Lauren, my daughter, and I go to all the Michigan Opera Theatre productions, listen to the MET broadcasts, and took a trip last fall to the New York MET.	Four or five times for nearly 35 years.	We usually get season tickets to the Metropolitan Opera Theatre.	Four or five times per year.

new **FACES**

- **John Carlson**, skilled trade VI, Plant Maintenance
- **Steffany Dean**, office assistant II, Graduate Study
- **Jon Follo**, program coordinator/public school, School of Education and Human Services
- **Brian Montgomery**, clerk III, Constituent Research
- **Merideth Moore**, retention coordinator, Office of Equity
- **Brenda Pierce**, assistant manager, Student Accounts
- **Sally Shafer**, administrative secretary, School of Business Administration

University announces closing/emergency procedures

Emergency Closing and Early Release of Employees Procedures

Cancellation of classes: means the university has made a decision to cancel classes for a given period of time. However, university offices would normally continue to operate and staff would normally continue to work regular shifts.

Emergency closing: means an unanticipated official closing of the university. Scheduled classes are cancelled.

All university offices are closed and university operations cease — although specific exceptions may be authorized as directed by appropriate university officials.

Early release: means permission is granted to employees to leave work before their regular quitting time without loss of pay when emergency or hazardous conditions exist.

Early Release of Employees Procedure

The decision to authorize a campuswide early release of employees will be made, after consultation with the university president, by the vice president for Finance and Administration, who will inform the other vice presidents.

Emergency Closing Policy

When an emergency closing is declared prior to the start of classes for the day, all university offices will be closed unless the president notifies the vice presidents that administrative offices are to be kept open.

During Scheduled Class Periods (7 a.m. to 10 p.m.)

If a weather emergency or some other emergency condition seriously affecting the ability of students to attend classes arises during the class day, the university may cancel classes but keep offices open.

In such a case, employees are to maintain their regular work schedules.

University faculty and staff members may not cancel classes or close offices independently. All

decisions are made at the vice presidential level.

Sources of Information for Students and Employees Regarding Cancellation of Classes and/or University Closing

- A. Telephone extension 2000
1. A tape-recorded message will be carried on the system. Incoming callers will either receive the taped message or a busy signal. The system can handle 52 calls at one time. Callers who get a busy signal must re-dial the number to access the message.
 2. There will always be a tape-recorded message at this extension. If the message simply provides normal university operating hours, either the university is operating as usual or the Telecommunications Department has not yet been notified about a change.
 - B. Listen to radio station WJR, WWJ or WXYT, or view TV channel 2, 4 or 7.
 - C. Please do not telephone the Police Department or switchboard. The OU Police Dispatchers are expected to be available to receive communications of an emergency nature and to stay in communication with patrol vehicles.

Emergency Closing Procedure

Emergency closings generally occur when the university is unable to function because of utility failure, inability to clear campus roadways and parking lots because of excess snowfall, and when a snow emergency is declared by the State Police.

Cancellation of Classes on Saturday

The regular Monday through Friday procedures will be followed as closely as possible when serious adverse conditions require canceling Saturday classes.

Dissemination of Decision to Cancel Classes

OU Police will call the State Police LEIN Network, and OU Telecommunications will add the information to the recorded message on extension 2000.

employee of the **MONTH**

EMPLOYEE:	Analya Callendar
TITLE:	Clerk III
DEPARTMENT:	Admissions
LENGTH OF SERVICE:	3 years



COMMENTS:

"Analya is an outstanding receptionist. She is dedicated to customer service and really tries to give students sound information and direction. In fact, she reminds all of us from time to time that servicing the students is our number one reason for being here. When we institute new policies or procedures, she is the one to say 'is that right for our students?'"

"Analya Callendar is our front door to the university and she always has a welcoming attitude when greeting students in the reception area. She has a vast knowledge of the university and its services, and students are well directed when assisted by Analya!"

calendar of **EVENTS**

People with disabilities who need special assistance to attend any of the events listed may call the sponsoring unit or the Office of Disability Support Services at 3266. Meadow Brook Hall tours, 1:30 p.m. daily and from 1 p.m.-5 p.m. Sundays (last tour begins at 3:45 p.m.).

January

- 1-31 *Having Our Say*, MBT, 8 p.m.
8 - 2/21 *Picturing Paris 1850 to the Present*, MBAG, photographs from the permanent collection of the Detroit Institute of Arts
7 OU women's basketball vs Valparaiso University, 5 p.m.
7 OU men's basketball vs Valparaiso University, 7:35 p.m.
16 OU women's basketball vs University of Missouri-Kansas City, 1 p.m.
16 OU men's basketball vs University of Missouri-Kansas City, 3:30 p.m.
16 Men's intramural basketball, 6 p.m. - 11 p.m.
20 Gary Shepherd: Department of Sociology/Anthropology, Honors College, 112 Vandenberg Hall, 4 p.m.
21 Women's recreational basketball, 6 p.m. - 10 p.m.
21 OU women's basketball vs Indiana University Purdue University Indianapolis, 7:35 p.m.
23 OU women's basketball vs Youngstown State University, 1 p.m.
23 OU men's basketball vs Youngstown, 3:30 p.m.
26 Pentathlon Institute, OC Golds and 125, 6 p.m. - 9 p.m.
29 OU women's basketball vs University of Michigan-Dearborn, 7 p.m.
29 OU women's swimming vs Eastern Michigan University, 7 p.m.
30 OU women's swimming vs Denison, 1 p.m.
30 OU men's swimming vs Denison, 2 p.m.



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Printed on recycled paper

DEADLINES

Submit items for publication no later than the 10th of the month before publication

NEXT DEADLINE

January 10