the Grapevine Policy

the Grapevine reports on Society conferences, Chapter meetings, news of member achievements, awards, and distinctions, anniversaries and deaths, as well as matters relating to the Former Agents of the FBI Foundation. the Grapevine also publishes regular columns on investments, history, travel, letters from the Society President and the Foundation Chair, and special features on other FBI-related events and memorial services. Society members may contribute items of Member News, Chapter Notes, Obituaries, Anniversaries, and other articles which may be published, subject to approval by the Executive Director.

Items may be submitted on the Society’s website at www.socxfbi.org; through email to grapevine@socxfbi.org; or through snail mail at the Grapevine, Society of Former Special Agents of the FBI, 3717 Fettler Park Drive, Dumfries, VA 22025-2048.

Deadlines

Chapter Officers will be notified by email of deadlines prior to each issue of the Grapevine.

Format

Submissions should be typed whenever possible as handwritten copy is difficult to read. Email or online submissions are preferred. Articles may be sent either as an attachment or pasted directly into the body of an email. Word documents are preferred, rather than PDFs, in case minor edits are required.

Photos

Both printed photos and digital photos are accepted. Please save digital photos as the largest possible size, preferably from 1–5 MB. The photos may look good on social media and the web, but may not have enough resolution for print. Please set your digital camera to its BEST resolution before taking the photos or send as the largest possible size directly from a cell phone. The Society’s Internet Service Provider allows acceptance of attachments up to 20 MB per email, so please group the photos in a few separate emails. If the file size is too large, the email will not be received, and an error message will not be sent to either you nor to the Grapevine staff. Please follow up with the Grapevine staff if you have not received a confirmation within 72 hours.

Regular Columns

the Grapevine has regular columns from the Society President, the Foundation Chair, a financial planner, and a travel planner.

the Grapevine publishes articles about large FBI cases of historical significance, which have had some impact on the history of law enforcement or on society at large. These articles must be written from an overall historical perspective and not be written as personal reminiscences of cases. If possible, the publication of these cases are coordinated with significant anniversaries of these cases, i.e., the fiftieth anniversary of the assassination of Martin Luther King. Cases of historical significance are coordinated by Society Historian Ray Batvinis with approval from the Executive Director.
Submitted Material

The Society reserves the right to make publication decisions based on policy, volume of material in the issues, and other relevant issues. Material submitted for the Grapevine may be posted on the Society’s website as an alternative to Grapevine publication, or may not be published at all, as deemed appropriate by the Grapevine staff.

Chapter Notes

Chapters may submit summaries of their meetings, luncheons, or other events on a monthly basis. If the Chapter has a guest speaker, short summaries of the presentation are encouraged. Please include the name of the Chapter in the email’s Subject line and limit the number of photos per submission to six high-resolution (at least 1 MB) photos per meeting. In this way, the Chapter will have more control over which photos will be published. Efforts are made to include all of the photos subject to space considerations. Chapters are encouraged to submit information on a timely basis to avoid publishing reports which are older than three months. (Maximum text 400 words or less per meeting, depending on the number of photos.)

Note: Those Chapters whose attendance at any particular meeting is more than fifty attendees may publish up to eight photos for that meeting. Chapters are allowed to submit up to ten photos for the annual Polar Express issue.

Inside Front and Back Covers

Occasionally, the Grapevine chooses a Chapter or member to highlight on the inside front or back covers with color photos and a story. The decision rests solely on the Grapevine staff and is based on the number and quality of photos available and the interest of the story. (Maximum text 500 words or less depending on the number of photos.)

Anniversaries

To honor marriages of fifty years or more (in five-year increments), the Grapevine publishes a short article with “then and now” photos of the couple. Beginning with the sixtieth anniversary, anniversaries will be published for any year thereafter. Please remember when sending in an anniversary announcement to include a wedding photo and a photo from the anniversary celebration or a recent photo as well as the names of family members, the date and place of the wedding, the date and place of the anniversary celebration, and a summary of the accomplishments and interests of both spouses. (Maximum text 500 words and two photos)

Member News

Member News may include significant awards, honors, and achievements of our members and their immediate families. These include professional awards, academic accomplishments, sports and religious or community awards, and other news of interest to the Society membership. If there is any link between the award and the member’s FBI service, be sure to emphasize that point in the article. (Maximum text 300 words with one photograph)
Though we would like to publish all articles submitted for Member News, we do not have the space nor the budget to do so. Chapter newsletters may be a good alternative for more informal gatherings, such as hunting/fishing trips, breakfast get-togethers of old friends, shopping trips, vacations, etc.

**Member Publications**

*the Grapevine* publishes notices of members’ newly-published books. These listings are not an endorsement of the book by the Society.

For each announcement, please include:
- A summary of the book (300 words or less)
- High-resolution photo of the book cover (at least 1 MB)
- The publishing company’s name and the date of publication
- The number of pages
- Purchase location
- The formats available and the cost for each format

If the book relates in any way to the FBI (either fiction or non-fiction), a copy of the FBI Prepublication Review approval letter **MUST** be submitted with the summary and photo.

**Member Business Affiliations**

*the Grapevine* publishes select articles on business matters of interest to the membership. The publication of these articles is not an endorsement of their businesses or services. These publications are subject to the approval by the Executive Director.

**Obituaries**

Regular and Associate members and their spouses who are current with their dues may have their obituaries published in *the Grapevine*. Full obituaries should be accompanied by the Grapevine Obituary Form and a photo of the member or their spouse. (Maximum text 500 words)

Other members of the FBI Family (non-member Special Agents, their spouses, and FBI support employees) may have a brief notice published in the “*In Memory Of*” section.

For the publication of full obituaries, please download the Grapevine Obituary Form located on the Society’s website. Please include a recent photo of the deceased and let us know if you would like us to return it. Please include as much FBI service information as possible.

Also, for the publication of full obituaries, any submissions made by a Chapter on behalf of the family **must be clearly marked in writing as such** so as to notify *the Grapevine* staff that no other submissions should be expected from the deceased’s family.

For publication in the “*In Memory Of*” section, please email *the Grapevine* staff at grapevine@socxfbi.org to advise of the deceased’s name, their relationship to the FBI, their date of death, and a mailing address for condolences to be sent by members to the family of the deceased.
Service Martyrs

For each Service Martyr, an article will be published about the current memorial service held along with one to two photos of the flag placement. (Maximum text 300 words)

The full history of each Service Martyr, and memorial services from years past or additional photos of present memorial services, will be available on the “Martyrs & Remembrance” webpage of the Society's website under the Foundation section.

Complimentary Copies

The Society will furnish up to five complimentary copies of the Grapevine containing an obituary to survivors. The Society will also furnish up to five complimentary copies of the Grapevine to those celebrating a wedding anniversary which is published in the Grapevine. Additional copies are $5 each.

Grapevine Staff Contact Information

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