



Guidelines for Posting Messages to KSU Today

KSU Today (ksutoday.kennesaw.edu) is the current campus solution for posting and viewing internal news and announcements at KSU. All messages submitted for publication are reviewed by the Office of Strategic Communications and Marketing, and must adhere to the following guidelines to be approved for publication:

- Messages must align with the mission, vision, and values of KSU.
- All posts should be sponsored by a KSU college or department and approved by department head.
- Messages must be clear and concise; each post should be no longer than 150 words.
- Items must relate to university business, of general interest and importance to a sizable number of staff and/or faculty, and significant to the university as a whole. You are encouraged to use other forms of communication to disseminate information that affects smaller groups (e.g., individual direct emails, department newsletters, free office supplies).
- Personal messages such as retirements, birthdays, and celebrations are not allowed. Academic job postings and new hire announcements are allowed if the position is an AVP, Dean, or higher.
- Messages must be proofread prior to submission. Neither the Office of Strategic Communications and Marketing or University Information Technology Services is responsible for the accuracy of your message. Messages with typos will be returned to originator and will not be posted until corrected.
- Please consolidate multiple messages from a single department into a single post (e.g., messages promoting multiple lectures or training opportunities).
- When possible, please include a link to a relevant KSU webpage for additional information or context related to your post.
- Please do not use non-standard formatting or punctuation in your messages (e.g., full capitalization or repeated punctuation marks).
- Repeat messages can be resubmitted three days after the most recent submission.
- No communications or solicitations originating from outside vendors will be permitted.

Please note:

- **Daily submissions must be in no later than 9:00 a.m. to be included in that day's post.**
- **New messages are approved for publication daily during weekdays except during university closures.**
- **KSU Today should not be used for urgent or safety-related messages.**
- **Only those who opt in will receive a daily email of the KSU Today posts.**
- **Final message approval is subject to the editor's discretion.**