When entering calendar entries, it is important that you fill in the short and long descriptions, the contact person, Web site, and phone number fields. While some of this information may seem redundant, you must keep in mind that you are seeing the calendar entry from this vantage point. The College of Liberal Arts departmental Web sites have been coded to display certain information fields. For example, one site may display the event title, contact information, and short description while another displays the event title and long description. If information is not fully entered, a department’s calendar will not display enough information for interested parties.

**The Short Description**

This area of the form can be written as normal type without using html tags. It is wise to include a short synopsis of your event since these entries are open to the public. One to three sentences is usually sufficient.

**The Long Description**

This area of the form must be written using html tags. Please use the appropriate tags when constructing your entry.

- `<p>` - opens a paragraph
- `</p>` - closes a paragraph
- `<h4>` - opens a heading; use for highlighting information (i.e., headings, programs, agendas, etc.)
- `</h4>` - closes a heading
- `<ul>` - opens an unordered list
- `<li>` - opens a list item
- `</li>` - closes a list item
- `</ul>` - closes an unordered list

*Note: You must utilize the `<ul>` and `<li>` tags in the order above.*

Example of a good entry:

<p>The Alabama Political Science Association (AlaPSA) was created on the heels of some formative issues for the state of Alabama including civil rights and voting rights. The 40th anniversary conference will take place at the Auburn University Hotel and Conference Center in Auburn, Ala. The conference begins on Friday, March 30, 2012 at noon and goes until Saturday, March 31 until 2 p.m.</p>

<h4>THE MISSION AND PURPOSES OF AlaPSA ARE:</h4>

<ul>
The Alabama Political Science Association (AlaPSA) was created on the heels of some formative issues for the state of Alabama including civil rights and voting rights. The 40th anniversary conference will take place at the Auburn University Hotel and Conference Center in Auburn, Alabama. The conference begins on Friday, March 30, 2012 at noon and goes until Saturday, March 31 until 2 p.m.

THE MISSION AND PURPOSES OF AlaPSA ARE:

- to encourage scientific investigation and research in the field of government, politics, and administration, with special reference to the state and local problems of Alabama;
- to encourage understanding of and improve instruction in political science and public administration;
- to develop collegial relations and cooperation among political scientists in Alabama and reach out to political scientists in the region;
- to establish and improve relations between political scientists and public officials;
- to facilitate a greater understanding of government and politics at all educational levels; and
- to uphold ethical standards and foster competence.

The association shall not take official stands on public policy issues nor assume a partisan position upon any question of practical politics, nor commit its members to any position thereupon. More information about AlaPSA can be found on their Web site.
For more information about this conference, please contact Dr. Kathleen Hale by calling (334) 844-6155.