

Assigning volume and issue numbers to chapter newsletters can be confusing, especially if you are a new editor. Let's begin with an explanation of volume numbers. Volume number indicates the number of years a chapter has published a newsletter. The volume number will not change if a chapter changes the name of its newsletter.

Two things complicate the numbering process. First, the DKG year is from July 1 through June 30. Second, the communications award cycle is from March 2 (current year) through March 1 (following year.)

Things to Remember:

- Volume number changes *only once* per DKG year - on or after July 1.
  - Newsletter volume numbers increase by one on the first newsletter published after July 1.
  - This volume number is used on every newsletter published between July 1 of the current year through June 30 of the following year.
  - The volume number does *not change* in January.
  - The volume number does *not change* in March.
- Issue number changes with each newsletter.
  - Issue numbers begin with number one on the first newsletter published after July 1 and increase by one on each newsletter until June 30 of the following year.
  - When the next DKG year begins on July 1, the volume number changes and the issue starts again with Issue 1.

Let's assume that a chapter publishes five newsletters per year. Below is an example of the numbering for 2018-2019, 2019-2020, 2020-2021, & 2021-2022 newsletters.

DKG Publication Year	Publication Date	Vol/Issue Numbers	Chapter Achievement Issues
July 2018 to June 2019	Aug. 2018	Vol. 4 Issue 1	Issues for 2019 CA Award due 3/1/2019
	Oct. 2018	Vol. 4 Issue 2	
	Dec. 2018	Vol. 4 Issue 3	
	Feb. 2019	Vol. 4 Issue 4	
	May 2019	Vol. 4 Issue 5	
July 2019 to June 2020	Aug. 2019	Vol. 5 Issue 1	Issues for 2020 CA Award due 3/1/2020
	Oct. 2019	Vol. 5 Issue 2	
	Dec. 2019	Vol. 5 Issue 3	
	Feb. 2020	Vol. 5 Issue 4	
	May 2020	Vol. 5 Issue 5	
July 2020 to June 2021	Aug. 2020	Vol. 6 Issue 1	Issues for 2021 CA Award due 3/1/2021
	Oct. 2020	Vol. 6 Issue 2	
	Dec. 2020	Vol. 6 Issue 3	
	Feb. 2021	Vol. 6 Issue 4	
	May 2021	Vol. 6 Issue 5	
July 2021 to June 2022	Aug. 2021	Vol. 7 Issue 1	Issues for 2022 CA Award due 3/1/2022
	Oct. 2021	Vol. 7 Issue 2	
	Dec. 2021	Vol. 7 Issue 3	
	Feb. 2022	Vol. 7 Issue 4	

If you have questions or need assistance with numbering your newsletters, please contact [Carol Bostian](#), NC DKG editor.