

DEPARTMENTS DESIRING TO PLACE ADS WITH THE ORLANDO SENTINEL MUST SUBMIT THE REQUISITION TO PURCHASING AND EMAIL THE ADVERTISEMENT TO SERENA BELL AT sbell@mail.ucf.edu.

THE ADVERTISEMENT WILL BE FORWARDED TO THE SENTINEL FOR A PRICE QUOTATION. THE REQUESTING DEPARTMENT WILL ALSO BE CARBON COPIED WHEN THE REQUEST FOR PRICING IS MADE, AND WHEN THE SENTINEL RESPONDS WITH PRICING THE REQUESTING DEPARTMENT WILL BE NOTIFIED VIA EMAIL OF THE COST AS WELL.

DEPARTMENTS ARE ENCOURAGED TO PLEASE HAVE THEIR ADVERTISEMENTS IN WORD AND THE ADVERTISEMENT MUST BE FINALIZED PRIOR TO SUBMITTAL TO PURCHASING.

**ALL EMPLOYMENT AND LEGAL ADS FOR THE ORLANDO SENTINEL MUST BE SUBMITTED TO PURCHASING. DEADLINES ARE AS FOLLOWS:
FOR SUNDAY PUBLICATION WITHIN THE CLASSIFIED (LEGAL) SECTION, THE AD MUST BE SUBMITTED TO THE SENTINEL BY WEDNESDAY, AT 5:00 PM.
EMPLOYMENT/CAREER BUILDER ADS FOR SUNDAY PUBLICATION MUST BE SUBMITTED TO THE SENTINEL BY WEDNESDAY, AT 5:00 PM.
PLEASE SUBMIT ALL ADVERTISEMENTS TO PURCHASING ONE WEEK IN ADVANCE. EMERGENCIES WILL BE DEALT WITH AT THE DISCRETION OF THE PURCHASING DEPARTMENT.**

LISTED ARE THE COMMONLY USED PUBLICATIONS FOR EMPLOYMENT ADS.

COMMONLY USED PUBLICATIONS FOR EMPLOYMENT ADS

1. The Orlando Sentinel is published daily. A purchase requisition and a copy of the ad should be submitted by Tuesday, 5:00 PM for Sunday publication. For weekday ads deadline is 12 noon one day prior.
Departments can place employment ads and legal ads with the Sentinel by using a departmental Pcard, otherwise, all advertisements purchases/requests for the Sentinel must be submitted to Purchasing .

Orlando Sentinel
633 N Orange Avenue
Orlando Fl 32801-1349
Feed: F591103775001

Legal advertisements: Contact Beverly at 407-420-5545, Fax 407-420-5011
Employment advertisements: Contact Maddy at 407-420-6032

2. The Chronicle of Higher Education is published weekly each Friday. A requisition and copy of the ad should be submitted two weeks prior to the publication date. Deadline is Monday 2:00p.m. 12 days prior to the ad running.

The Chronicle of Higher Education
1255 23rd Street NW
Washington, DC 20037-1190

Feid: F521131774003
Fax: 202-296-2691
Attn: Bulletin Board Advertising
Internet: chronicle.com/recruit

3. The Orlando Times is published weekly each Thursday. A requisition and copy of the ad should be submitted one week prior to the publication date. The deadline is Tuesday 12:00pm prior to Thursday.

Orlando Times
4403 Vineland Road Suite B-5
Orlando Fl 32855-5339
Feid: F591669996002
Phone: 841-3052
Lynn Griffin - classified
Shirley – legal
Kevin Collins, Director of Advertising
Fax: 849-0434

4. The LaPrensa is published weekly each Thursday. A requisition and copy of the ad should be submitted one week prior to the publication date. The deadline is Friday 12 noon the week prior. (MBE)

LaPrensa
685 S Hwy 427
Longwood Fl 32750
Feid: F592252701001
Phone: 767-0070
Fax: 767-5478

5. The Florida Today (Cape Publications Inc) is published daily. A requisition and copy of the ad should be submitted by noon on Wednesday for Sunday publication. ??????

Florida Today
PO Box 419059
Melbourne Fl 32941-1059
Feid: F591096978007
Phone: 800-856-4237
Fax: 407-253-0071
Attn: Andrea Wilkenson, Classified Ads

6. The Daytona Beach News Journal is published daily. Employment ads are published on Sunday only. A purchase requisition and a copy of the ad should be submitted by Friday 12 noon. Display ads are published on Sunday. A purchase requisition and copy of the ad should be submitted by Wednesday 10a.m.

Daytona Beach News-Journal
Feid: F590376230
Phone: 904-252-1511
Fax: 904-255-2688

7. The Black Issues in Higher Education is published on Thursday every two weeks. The deadline is Wednesday 12 noon two weeks prior to publication.

Cox, Matthew's & Assoc. Inc.
Black Issues in Higher Education
Display Advertising Department
10520 Warwick Avenue Suite B-8
Fairfax Virginia 22030-3136
Feid: F541201869001
Phone: 703-385-2981
Fax: 703-385-1839

8. The Tempo News, Inc. is published on Thursday. A requisition and a copy of the ad should be submitted by Monday 12 noon. (MBE)

Tempo News, Inc.
PO Box 3243
3006 N Goodrich Avenue (zip code 34230)
Sarasota Florida 34236
Phone: 941-359-1065
Phone: 941-351-6833
Fax: 941-351-6962