

## NSCFP Email Newsletter Guidelines

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1. **Eligibility:** NSCFP Newsletter content must be relevant to the NSCFP. Submissions from College staff, elected leaders, and representatives of partner organizations when relevant will be considered for inclusion. Content submissions are not accepted from media, marketing/public relations agencies, or survey/poll companies.
2. **Submissions:** NSCFP Newsletter submissions may be sent to: [ccarroll@nscfp.ca](mailto:ccarroll@nscfp.ca)
3. **Content:** Newsletter content must be appropriate for members and will not be accepted if:
  - Its scope is targeted to a very small/specialized group or is overly segmented.
  - Images submitted are of poor quality (grainy or blurry)
  - If content is incomplete or missing supporting media (images, links etc.)

Note: Content providers will be contacted before material is rejected and asked to make the required revisions to meet our publication standards within three business days.

**Length & formatting:** Articles will be accommodated with a brief introduction and/or a headline and link to additional information that has been posted on a website. Content may be edited for length and language. These submissions must be submitted in Word format and include:

- a brief headline
  - 100 words or less of text (composed *or* in point form)
  - a web link for more information (accompanying PDF documents will be accepted and used as links for more information)
4. **Images/Videos/Posters/Links:** Links to high-quality images/photos, videos and graphics are encouraged.
    - Photo quality must be a minimum 300 dpi
    - All photos and images must include an accurate, concise caption or description
    - Videos must be HD format and hosted publicly online
    - If you are submitting pictures of people, please ensure those parties have consented to the use of their photo
    - Web links must go directly to a specific web page rather than a general/home page
  5. **Deadlines:** Submissions to be considered for the following month must be received before the 15<sup>th</sup> of each month. Late submissions may be considered at the discretion of NSCFP editorial team.
  6. **Questions:** [ccarroll@nscfp.ca](mailto:ccarroll@nscfp.ca)