



Information for Contributors to the CSAE Ottawa Gatineau (O-G) *Executive* Newsletter

CSA O-G seeks interesting and informative material to publish in the CSAE O-G online newsletter, *Executive*.

In addition to articles on CSAE O-G events and services, educational and information articles of interest and value to CSAE members are sought.

Articles are accepted from Executive members, Business members and others. To submit an article to the newsletter, contributors/authors must follow the following guidelines.

Checklist of Guidelines for Contributors / Authors

To submit an article to the newsletter, please:

- Submit your article by the appropriate deadline:
Volume 1 - October 24
Volume 2 - November 28
Volume 3 - February 15
Volume 4 – April 24
Volume 5 – June 7
- Meet a word count of 300-500 words.
- Provide your article in Microsoft Word .doc, .docx or .txt file format.
- Provide an interesting title in the top line of your article in Times New Roman or Arial 12 pt font.
- Write your article in double spaced, single column, unformatted text, using Times New Roman or Arial 11 pt font; use only one space between new sentences.
- Follow *Canadian Press Stylebook* rules for writing and editing.
- Include at the top of the article your author name, professional title, organization and credentials; you may also include an email address and website URL if appropriate to publish.
- Provide an author photo - minimum 1" x 1" high resolution individual head and shoulders snapshot in .jpg format.

- Provide any images to be included with the article such as photos, graphics, illustrations or tables in high resolution .jpg or .wmv format as attachments; cutlines or captions to accompany the images can be included, and should be indicated as such, at the end of your article text.
- Release permission for use (in any official CSAE capacity – social media etc.) of photos provided and ensure you have the permission of any individuals depicted in the photo. . -
- Check copyright as needed - if you use photos/graphics/images/graphs/illustrations that do not belong to you, you must have written permission to use them, and credit the source in your article.
- Support statements of fact from outside sources with references, and cite references for directly quoted material.
- Organize references, if used, in a consistent, recognized style ([APA Style](#), [Vancouver system](#) or other.).
- Acknowledge that the CSAE O-G Communications Committee reserves the right to accept or reject submitted articles (although many articles are sought from authors at the request of the Communications Committee).
- Acknowledge that the CSAE O-G Communications Committee reserves the right to edit or alter an article for length or clarity without re-submitting the article to the author.

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