

ICOM Canada E-Newsletter – Guidelines for Contributors

ICOM Canada periodically publishes a digital e-newsletter, compiled by the ICOM Canada Executive Board. The ICOM Canada e-newsletter contains a variety of topics and items relevant to and reflecting the work of the Canadian museum sector. The e-newsletter is generally published three times per year (April, August, and December) on the ICOM Canada website. Members are able to subscribe to receive the e-newsletter via email.

The e-newsletter is compiled and edited by the ICOM Canada Digital Content & Outreach Coordinator with guidance and assistance from members of the Executive Board. The final layout of submissions is at the discretion of the Digital Content & Outreach Coordinator.

News from the international body of ICOM is available in blog format at <http://icom.museum/en/news/>.

Themes

ICOM Canada e-newsletters explore a theme each issue. Themes are meant to guide longer article content and reflect ICOM Canada priorities. News items and regular features may not reflect the theme.

Issue themes will be announced in a call for submissions. Please see the calendar below for approximate call for submission dates.

Submissions: Process

ICOM Canada will periodically source e-newsletter content via direct requests or public calls for submissions from the membership. The call for submissions will be issued at least one month prior to the submission deadline. Content should be submitted in the form of a Word document.

Submissions: Style

Generally, ICOM Canada follows ICOM International's style, but adopting Canadian standards outlined in the Canadian Press *Stylebook*.

For published materials, the font used by ICOM International is Arial Unicode MS. The website uses a generic sans serif font.

Submissions: Content

Content may take a variety of forms, including:

- News items and other short articles – 150 words maximum
- Longer articles – Introduction or summary text (25-60 words), 1,000 word body content maximum
- Chair's Message – 25-60 word introduction/summary paragraph, though may extend to 150 words as necessary. Full body text may extend though will be hosted on the website.
- Photographs or other media – 25 words as introduction. A 1:0.24 ratio is preferred for rectangular images.

ICOM Canada reserves the right to edit submitted images for size and format. Clearance for use is required prior to submission, and is the responsibility of the author.

Content may be submitted in either French or English. Content will be translated by an external translator.

Deadlines

The following table represents an approximate timeline for each e-newsletter issue. Timelines may vary dependent on ICOM Canada activities, publishing priorities, or special events. When a deadline falls on a weekend, the following Monday will be considered the effective deadline.

	Call for Content	Content Deadline	Newsletter Posted
March	February 10	March 15	April 1
July	June 10	July 15	August 1
November	October 10	November 15	December 1