

# Voice Newsletter Submission Guidelines

## CONTENT DUE THE 3RD OF THE MONTH BEFORE PUBLICATION

(UNLESS THE 3RD FALLS ON A HOLIDAY OR A WEEKEND, THEN CONTENT IS DUE THE NEXT BUSINESS DAY AFTER)

- Font size: 12 PT
  - Font style: Times New Roman
  - Article length: 300-600 words (articles greater than 800 words in length may be edited or refused)
  - JPEGS: 300dpi or greater ( >3MB)
  - Do not embed pictures into word documents
  - PDFS: Not accepted as articles or other text-heavy items. If sending posters/images as PDF ensure they are not password protected and are saved at the highest resolution possible
  - File naming: Name submissions as in this example: Article title.doc and any associated images as: Article Title Photo.jpeg
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- Send your submissions to [stephanie.c@hsca.ca](mailto:stephanie.c@hsca.ca)**