**GUIDELINES FOR NEWSLETTER CONTRIBUTIONS**

All INQAAHE members are invited to send contributions for the INQAAHE Bulletin. INQAAHE welcomes news items related to quality assurance or quality enhancement activities, especially the following:

* Opportunities for partnerships and collaboration
* Upcoming conferences, forums or relevant meeting recaps
* New resources and/or initiatives
* Reports of international collaborations, accreditation results, studies, workshops, program reviews
* Significant milestones
* Team and project spotlights
* New senior appointments
* Study tours, visits, award ceremonies
* Significant publications or guidelines that are of global significance

All contributions will be reviewed by the INQAAHE Communication and Outreach Committee (COC). While the responsibility of the content and its accuracy remains within members and networks, the INQAAHE COC reserves the right to edit, correct, revise or omit any submitted article as required for consistency and appropriacy. If major revisions are required, the INQAAHE COC may contact the member or network before accepting or publishing the content. Submission of an article gives INQAAHE permission to edit and publish content.

Submissions should be emailed to secretariat@inqaahe.org and include the following elements:

**TEMPLATE OF REQUIRED ELEMENTS**

|  |  |
| --- | --- |
| **Organization Name** |  |
| **Membership Type** |  |
| **Region** | **Select: Africa, Arab region, Asia Pacific, Eastern Europe (includes Central Asia and Mongolia), Latin America and Caribbean, Northern America, Western Europe** |
| **Article Title** |  |
| **Subtitle (if needed)** |  |
| **Author (if needed)** |  |
| **Text (200-300 words)** |  |
| **Pictures (maximum 2 .jpeg files)** |  |

Advice for a successful submission

Keep the topic as brief as possible. Items should relate to quality assurance and should be between 200 and 300 words. Due to space restrictions, we cannot accept items that exceed 300 words. Items may be edited for reasons of page and / or space restrictions.

When submitting articles, consider the following:

* Write for a global audience
* Include a clear call to action (i.e. concise first sentence)
* Pay attention to the heading
* Include hyperlinks and web links where possible to reduce text, these are useful when referring to upcoming events, conference registrations and contact details (e.g. websites)
* Break up text with bullets
* Invite reader feedback and contributions
* Submissions should be in word format attachment, or can be in the body of the email

When submitting photos, consider the following:

* Include colour images where possible
* Preference is for close-up photos of a subject or group
* If possible, ensure people in large group photos are not too small or distant - ideally people’s faces need to be recognisable. If necessary, crop the photo with a focus on people from the waist up
* Always include captions, and names of people in photos of 6 or less people.
* Provide a general caption of larger group photos identifying the location or address - consider including a banner in the foreground or landmark in the background
* Graphics can be supplied however clarity is critical – needs to be of relevance to the text
* Submissions should be in Jpeg file