



Registered Nurses Association
of the Northwest Territories
and Nunavut

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Newsletter Policy

Policy Description: Submission Guidelines

Policy Number: N1

Effective Date: April 4, 2016

Signature:

Review Date: April 2019

New Policy

Revision: Partial Complete

Applies To: All submissions made to the newsletter.

Purpose: To provide details regarding submissions and publication of the RNANT/NU Newsletter.

Policy:

- (1) There are 3 publications of the RNANT/NU newsletter online in the calendar year. Submission deadlines and publication dates are as follows:
 - January 30th deadline submission for March 15th publication
 - May 30th deadline submission for July 15th publication
 - September 30th for November 15th publication
- (2) Submissions can be sent directly to the RNANT/NU office or to a member of the Newsletter Committee.
- (3) The Edition Editor, Executive Director, and Executive Assistant or Registration Coordinator will meet a week before the submission deadline to review submissions and discuss additional content.
- (4) Submissions should be in an electronic format using an Arial size 12 font.
- (5) Original articles are invited for submission. The submission should include a brief biography of the author.
- (6) The Edition Editor and/or Executive Director reserve the right to edit all submissions.
- (7) The Edition Editor and/or Executive Director reserve the right to make final decisions on publication suitability.

Conditions and Exceptions:

None

Authority and Accountability:

The Newsletter Committee and Executive Director are accountable to the Board of Directors for the implementation of this policy and may delegate any related administrative tasks.

History:

This policy is new. Newsletter Policy N1: Advertising, issued April 1999 was archived March 2016.