Piccolo Submission Guidelines

In order to ensure that our provincial newsletter is valuable and timely, the following guidelines have been compiled for members making a contribution. If you have any questions or comments regarding these guidelines, please contact communications@guidesquebec.ca. *Thank you for your contribution!*

Submitting content:

- Please send all submissions to communications@guidesquebec.ca
- You will receive a confirmation of receipt. If you don't hear back from us, please get in touch to ensure we haven't missed your submission

Deadline for submissions:

- First Thursday of every month* (The newsletter is published on the second Thursday of every month.)
- There is no July edition of *The Piccolo*

    Note: It is important that the editorial team receive the content by the deadline; otherwise, newsletter publication might be delayed. Let us know as soon as possible if you will not be able to meet the assigned deadline so that any adjustments to the schedule can be made

Images:

- If you have photographs you would like to include with your information, please attach them to your email submission
- Ensure that all members appearing in the pictures are image-released
- Please include a brief caption to accompany the photo, identify people appearing and include a photographer credit whenever possible

Formatting:

- *The Piccolo* is generally published in Arial (the official GGC font). If you submit text in an unusual font, it may or may not get published that way
- Please steer clear of complex formatting and do **not** submit articles in .pdf. The newsletter is created in Microsoft Publisher and items may not transfer well or may need to be rearranged
- Bold, italics, and/or underscoring should be used sparingly for emphasis; we are aiming for consistency throughout
- If you want hyperlinks in your article, please don't set them up in advance, but let us know what the links should be by including that information along with the content

    e.g.

    Here's where the text of your article would be, and so forth. Next comes the sentence where you want your link. For further information, please visit the Jolly Green Giant web site. (Editor: please link the phrase "Jolly Green Giant" to www.jollygreengiant.org.) Followed by more text for your article, and so forth.