

Guidelines for contributors to the SSA Weekly Bulletin

Below are the guidelines for contributors to the SSA Weekly Bulletin. If you have any queries about these or suggestions for improvement, then please contact the SSA Executive Officer via the email eo@statsoc.org.au.

General information for contributors	
Topics	<ul style="list-style-type: none"> Contributions can cover any topic relating to statistics, SSA activities or its members.
Recipient	<ul style="list-style-type: none"> Send the contribution and the contributor contact details to the SSA Executive Officer at eo@statsoc.org.au.
Deadlines	<ul style="list-style-type: none"> We aim to email out the Weekly Bulletin every Thursday. Contributions should be received by Thursday morning, 9am AEST. Items received after this time will be included if the Executive Officer's time and workload permits. There will be no newsletter when the Executive Officer is on leave. Contributors will receive a timely notice when this is the case.
Editor	<ul style="list-style-type: none"> The Executive Officer will only contact a contributor when she has some query about the contribution. The SSA Secretary has the final say on the acceptance / rejection of a contribution, and how the contribution is finalised for the newsletter.
Text from contributors	
Format	<ul style="list-style-type: none"> The text should be supplied in Word i.e. .doc or .docx or any format that allows cutting and pasting without distorting the formatting.
Checking	<ul style="list-style-type: none"> Contributors are responsible for all fact and name checking. Please complete a spelling and grammar check prior to submission.
	<ul style="list-style-type: none"> Please consult a recent bulletin to familiarise yourself with the lay-out of the articles. Any article over 100 words should start with a brief introduction followed by an invitation to read the full article on our website (such as "Read more", or "Read the full article here" or "Find out more".)
	<ul style="list-style-type: none"> Event notifications should include a link to a website where readers can obtain more information.
Images	<ul style="list-style-type: none"> Images must be supplied separately to the text. Insert an image's file name in the text where the image is to be included. Under the image's file name, please write CAPTION and then the caption text for the image. For the caption of a photo containing people, please use the format "L to R: <i>names</i>" when providing the names of people from left to right in the photo. If required, use "Back row, L to R: <i>names</i>, Front row, L to R: <i>names</i>".
Contributor details	<ul style="list-style-type: none"> At the end of the article, please supply the author(s) name(s). Contributors may also supply their title/position and/or a contact point (email; phone; twitter hashtag etc.) for the SSA newsletter readership.
Images from contributors	
Quality	<ul style="list-style-type: none"> Sharp focus, ≥ 72dpi resolution, ≥ 400 pixels wide.
Format	<ul style="list-style-type: none"> Please supply the file as a .jpeg
File name	<ul style="list-style-type: none"> The file name should indicate what the image is e.g. <i>YSC_01.jpg</i>
Image surround	<ul style="list-style-type: none"> Keep it as simple as possible, so that the key image shows up well in the newsletter.

	<ul style="list-style-type: none">• A person often ends up very dark when photographed in front of a presentation. If at all possible, take a picture of the person separately to the presentation.
Head shots	<ul style="list-style-type: none">• If including, please don't tightly crop.