Editorial Guidelines for
EHLT News 2010

e.publication for staff
Introduction

The EHLT News provides news, professional and helpful items in a blog format including dates for upcoming events, information on professional development opportunities, along with staff advice on policy and procedural matters.

It is organized into sections which may vary from time to time:

From the Executive Dean’s Desk
Teaching and Learning
Research and Research Higher Degrees
International
Community Engagement
Occupational Health Safety and Welfare
Around the Schools
Staff Profiles
News and Events
Conferences

Audience

This e.publication is produced for academic, research and professional staff in the Faculty of Education, Humanities, Law and Theology and is made available to a wider university audience. It is hoped that there will be items of interest and relevance to all staff members.

Frequency of publication

This e.publication is usually produced monthly and released on the first Friday of each calendar month.

The publication dates for the remainder of 2010

Friday, 2 July
6 August
3 September
1 October
5 November
3 December

All EHLT faculty staff will be prompted via email for news items one week prior to the publication date for each edition.

Monday, 28 June
Friday, 30 July
27 August
24 September
29 October
26 November

Please email to the Editor ehlt.enewsletter@flinders.edu.au
Style of e.publication

This e.publication is visual and web-based, consisting of an email containing a short abstract or teaser and often a graphic for each article. Generally, there is a more button at the email level which takes the reader to the full article on the web level.

At the web level of the e.publication there is a navigation bar naming each section and these in turn provide links to the articles.

Article format

Articles at web level vary in length, depending on the nature of the item. Arial font, font-size 11, single line spacing is the preferred format for all articles.

Podcasts and other electronic medium can be included in the publication subject to consent/copyright.

Guidelines for News and Events, professional articles and other items are outlined below:

News and Events:
News and Events items should be relatively short and offer a quick snapshot. A minimum 100-150 word limit works well. These items are greatly enhanced if there are supporting visuals.

Other Items:
These items vary in length and may include professional initiatives and directions at department, school or faculty level. Genre will vary and so will length. Longer items are sometimes included as links.

Use of headings and dot points greatly enhance the look of these items in an online environment and assist the reader.

Staff that have developed new programs or are using best practice in specific areas of interest or researchers working to progress research outcomes and are willing to share a report on progress are invited to use the EHLT News to disseminate this information to staff across the faculty. Such professional sharing enhances the e.publication and can lead to further valuable networking and idea sharing for EHLT staff and staff located in different areas across the university.

Staff willing to be contacted by colleagues should include their email address with their article.

Submitting an article or news message

Articles and news items can be prepared and forwarded to the Editor at any point during the month prior to the date of publication. Submissions are welcome and will be accepted up until the close of business on the day prior to publication.

There are two methods for submitting an article or message for publication. Submission can be by email to the editor or via the link available on the EHLT News site.
An alternative method for submission is available for regular subscribers. If you fit this user category then contact the editor.

**Photographs**

**consent to publish**

Photographs and graphics greatly enhance the visual appeal of the e.publication; however, there are ethical, practical and technical issues to be considered for their inclusion.

It is essential that consent is sought prior to publication of images, if a person is recognisable. A requirement of publication of an image is that a completed copy of the e.news consent form be sent through to the editor at the same time as the article for publication (form at page 6).

If it is not possible for the person in the photograph to personally sign the consent form, proof of consent to publish can be provided as an email response. The confirmation email should be attached to the completed e.news consent form and sent to the editor to be received no later than the day prior to the date of publication.

The current consent form covers both students and other adults over the age of 18 years. The form is also available for download from the *EHLT News* site on the EHLT Faculty webpage.

**photo size, format and labeling**

High resolution photographs are preferred for e.publications. To assist please adhere to these technical requirements:

- JPEG file preferred
- Photos 1 MB– 3 MB preferred
- Up to 10 MB total photos per email
- Send photos to the editor as attachments to email.

Labeling requirements:

*Portrait or group photographs*: label with first and last name/s from left to right. (Last names may not always be published but will be needed initially to match up with the consent form.)

*Scenic photographs*: label with location and other reference information or captions.

**Copyright and acceptable use**

This e.publication operates under the following official Flinders University policy and guidelines. Staff intending to submit news and information items for publication are referred to these documents

- [Policy on Acceptable Use of ICT resources](#)
• Guidelines on compliance with acceptable use policy

along with the University's Policy on Public Statements at

EHLT News does not publish any paid-for editorial or comment pieces that would lead readers to reasonably infer that the Faculty or the University endorses the opinion or comment.

New users

Not familiar with Blogs and their use as a communication tool at Flinders?

Archive facility

At the top of the web-level pages there is a drop down menu where past editions of EHLT News are readily available.

Contact information

If you require any further information related to publishing in the EHLT News please get in touch with me.

Jennifer Czernezkyj  (editor@ EHLT News)
Contact: ehlt. enewsletter@flinders.edu.au
Office of the Executive Dean, Education Building
Phone: (08) 8201 3805
Release and Permission to Use Photographic Image
And Waiver of Liability

Received from:  Position title:

Insert Name  (i.e. name of staff member submitting item to the EHLT News)

School/Department:  

Contact phone no:  Email address:  

By signing this form I confirm that the person named in this release notice has agreed to the publication of their photographic image and name in the Faculty of Education, Humanities, Law and Theology electronic newsletter that will be displayed digitally on the Flinders University, Faculty of Education, Humanities, Law and Theology website.

Signature…………………………………………………

Date…………../…………/………

INSTRUCTION:

Please read and sign below to give permission to the publication of your information/image.

By signing this release I agree that the Faculty of Education Humanities Law and Theology may use my name, likeness and/or photographic image for official purposes.

I grant the Faculty of Education Humanities Law and Theology the right to use the photograph/s and photographic negative/s (whether digital or film) on its University websites and in publications, which may include, but is not limited to posters, newsletters and newspapers, catalogues, video collages, etc.

I understand and grant the Faculty of Education Humanities Law and Theology the right to crop and/or collage the image(s) with others. I understand that the Faculty may transmit the image(s) in digital form over the Internet and that, while the University will exercise reasonable precautions to secure the image from distribution outside of the University, the image(s) may inadvertently be transmitted to non-University computers.

Signing this form, releases and forever discharges Flinders University of South Australia and the Faculty of Education Humanities Law and Theology, its agents, officers and employees, from any and all claims and demands arising out of or in connection with the use of said photographs/film, including but not limited to, any and all claims for invasion of privacy, defamation, or financial compensation.

Accepted and Agreed:

Signature…………………………………………………

Date…………../…………/………

Printed Name: