



Family Councils' Program Newsletter Submission Guidelines

The Family Councils' Program publishes a bi-annual newsletter containing articles written by Family Council members & Staff Liaisons regarding Family Council activities and updates, educational pieces, Program updates and other relevant information. The newsletter is distributed by postmail to all Long-Term Care Homes in Ontario as well as Family Council members and others who have requested a print copy. The newsletter is posted as a PDF File on the Family Councils' Program website and the link to the website is emailed to all email addresses on the Family Councils' Program contact list and those who have subscribed via the Family Councils' Program website.

The Family Councils' Program invites all Family Council members and Staff Liaisons to submit articles. We welcome short articles (100-250 words) about your Council's recent activities or projects, educational pieces, jokes or inspirational quotes.

Article Submissions

Articles are published based on appropriateness and relevance given the theme of the edition (announced in advance by email and posted on the Family Councils' Program website). Articles submitted to the Family Councils' Program Coordinator are not guaranteed publication.

The Family Councils' Program Coordinator responsible for the newsletter reserves the right to edit submissions for length, content and style. The Program Coordinator reserves the right to edit and place material where appropriate, and to reject material deemed inappropriate or unsuitable, or due to space constraints. Submissions may be posted on the Family Councils' Program website, Facebook page or reserved for a subsequent edition of the newsletter. We strive to maintain the integrity and voice of the author, so consideration is taken to maintain as much of the original article and content-based formatting (e.g., special spacing, paragraph breaks, bulleting, outlines, etc.) as possible. You may suggest a headline or title for your article, but this may be changed or edited. Every effort will be taken by the Family Councils' Program Coordinator to work with the author(s) of articles submitted on editing or submission issues.

Photos and Images

Please ensure that the images do not have any copyright or reproduction restrictions, and that you have the consent of people appearing on the pictures. Please include a description of the photo or graphic, including the names of the people featured in the photo, if applicable. The Family Councils' Program has a photo release statement that must be used to obtain permission of those featured in the photo and the photographer of the image submitted. Contact the Family Councils' Program Coordinator for more information about photo releases and permissions. If the source of the photo (graphic/table/chart/photograph etc...) is other than the author, written permission for its use and contact information for the holder of the copyright/owner of the property must be forwarded to the Family Councils' Program Coordinator with the item(s).

Distribution of work

By submitting material (written work and images), you acknowledge that you are legally entitled to distribute the work and to allow it to be redistributed. By submitting or contributing material to the newsletter, the author grants the Family Councils' Program the right to reproduce and distribute the material in **all forms of printed and electronic media**, including but not limited to printed materials (e.g. newsletter and other printed promotional or information materials), locked PDF files and html pages on the Family Councils' Program website and Facebook page, without royalties or fees payable to the contributor.

For more information and to submit an article, please contact the Family Councils' Program Coordinator by phone 416-487-4355 ext. 25, toll-free 1-888-283-8806 ext. 25 or email fcpresource@selfhelp.on.ca