

## ICOM E-NEWSLETTER – GUIDELINES FOR CONTRIBUTORS

July 2018

ICOM Australia members periodically receive a digital e-newsletter, compiled by the ICOM Australia Executive Board. It contains a variety of topics and items, and is generally sent to members each quarter via email: December, March, June and September. A different Board member compiles and edits each issue. The final layout of submissions is at the discretion of the web facilitator.

The e-newsletter format allows for a short summary or introductory paragraph within the email layout, with a photograph or graphic thumbnail. The paragraph can be linked to the ICOM site or other sites for further information.

ICOM Australia also publishes an e-bulletin, for single topic or brief ad hoc messages that do not need a full newsletter approach.

The international body of ICOM also publishes a monthly newsletter, at <http://icom.museum/media/e-newsletter/>.

### **Submissions: content**

Introductory or summary text: usually 25-60 words, although longer for key articles such as the Chair's Message, which may be up to 150 words.

Link to ICOM web page (if required): approx. 25-60 words

Link directly to another web page (if required) – for example, a conference page: 25-60 words

Photograph or graphic for thumbnail: generally presented in square format. For full articles, a ratio of 1:0.24 is preferred for rectangular images. ICOM Australia can edit images supplied by authors for both square and rectangular formats. Clearance for use required prior to submission, and is the responsibility of the author.

### **Style guide**

Generally ICOM Australia follows ICOM international's style, but adopting Australian standards outlined in the [Australian Style Manual](#).

For published materials the font used by ICOM international is Arial Unicode MS. The website uses a generic sans serif font.

### **Submissions: process**

Calls for submissions should be issued at least one month prior to the newsletter deadline. Content should be submitted in the form of a Word document.

## Deadlines 2018

	Call for content	Content deadline	Newsletter posted	Issue editor
March	31 Jan	Tues 6 March	Tues 13 March	Deborah Tout-Smith
June/July	31 May	Tues 5 June	Tues 12 June	None
September	31 July	Tues 4 Sept	Tues 11 Sept	Suzanne
December	31 Oct	Tues 4 Dec	Tues 11 Dec	Nancy

## Example of (part) newsletter, December 2017 issue



### Executive Board elections

2018 is an election year for the Executive Board of ICOM Australia. As agreed at the 2017 AGM, new rules of procedure will come into effect. These include:

- the implementation of a fixed number of eleven members of the Executive (five officers and six general members)
- the implementation of a two year term of office for Executive Board members.

Any ICOM Australia individual member or nominated-delegate of an institutional-member can participate.

To enable an open and transparent transition there will be a revised nomination and election process. These details, the nomination period and AGM date will be announced in the new year.

[More](#)



### Renewals

A reminder that membership renewals for 2018 are due. You can renew online, manually or by phone.

[More](#)



### 2017 bursary recipients

Three ICOM Australia Individual Members attended ICOM Committee Conferences in Denmark, Finland and the UK with Bursary support from ICOM Australia in 2017: Roger Leong, Ian McLeod and Andrew Simpson.

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