

AVISO Submission Guidelines

Submitting Original Content:

If you would like to submit original content for an upcoming edition of the CHPCA's bi-annual newsletter AVISO, please consider the following:

- Articles are limited to 750 words.
- If you would like to submit an article abstract that links to the full article on your own website, you may do so. Abstracts should be no longer than 250 words.
- Please feel free to include all pertinent web links and contact information. If you would like a key word to be hyperlinked please underline it and include the website in brackets following the word. *Example: For more information please click here (www.chpca.ca or hyperlinked text)*
- Please include the name of the author and the organization they represent beneath the article's title. Please also include a profile paragraph of no more than 50 words.
- If your content is not completely original, please ensure that you have properly cited or gotten appropriate sign off and include original source.
- If you would like to submit a picture with your article, please send it with your submission as individual files in the following format: JPG, PNG or any vector file.
- As Editor of AVISO, the CHPCA reserves the right to edit and alter articles as necessary.
- As AVISO is published in French and English, a translated version is appreciated but not required as we can have content translated. **Please ensure that content is submitted in the original language and that acronyms are spelled out.**

Submitting an Advertisement:

- Please contact us at sponsorship@chpca.ca for our rate card, or to discuss placing an ad in AVISO. We accept ads English-only, French-only or Bilingual.
- Final versions of ad designs must be submitted to CHPCA – we do not create ads ourselves.

Things to keep in mind:

- Currently the target audience for AVISO is hospice palliative care professionals and other stakeholders including allied health professionals and volunteers.
- Look to your old newsletters! If the information is still current and pertinent, we would definitely be willing to include it in a future edition!
- Aside from traditional "News" articles, the following formats will be accepted:
 - Editorial
 - Interview
 - Biographies
 - Testimonial
 - Press releases

If you have any questions about appropriate content, please contact Katrielle Ethier, Communications Officer at 343-804-4414 or kethier@chpca.ca