

Let's Talk Aboriginal Cancer eBulletin Publications Author Contribution Guide

All past course participants of the Cancer Council WA Aboriginal Cancer Education Course and health services/organisation/departments working with Aboriginal Western Australians are invited to submit contributions for publication in the Let's Talk Aboriginal Cancer eBulletin. Articles and event notices that pertain to cancer control and support are most welcome.

Please note:

Cancer Council WA may not be able to publish all submissions. The Editor will select the most relevant stories of interest that fit into the theme of that edition. If we cannot include a contribution in one edition due to lack of space, we will try to include it in the next if it is still relevant. Please ensure that your submission is within the word limit for the relevant category and include sources for information or images, including how they should be acknowledged. Please also check the distribution date and ensure that your article will be relevant (and timely) when that edition is distributed. If your article is too long or doesn't fit our style, we may ask you to edit your article or we will edit it with your consent.

Important information

<p>What type of material do we want?</p> <p>All articles should relate to and be of interest to our readers, those being Aboriginal Health Professionals and those working with Aboriginal communities. We want stories about the activities and news that affect Aboriginal communities in WA in regards to cancer.</p>	<p>Categories & word limits</p> <p>To get a better idea of how your article will be presented, and how you can ensure your submission fits into the structure of the publication, please see previous editions or 'Guide' on the following page.</p>
<p>Guidelines</p> <p>Cancer Council WA asks that all contributors focus on reducing the incidence and impact of cancer on Aboriginal Western Australians. Authors must not include defamatory or intemperate comment in their contributions.</p>	<p>Writing style/copy format</p> <ul style="list-style-type: none"> • Please use present tense • Avoid use of first person, unless the submission is intended as being presented as a letter. • Copy should be written in Microsoft Word (Arial 12 point) • Do not insert images or logos into the Word document • Edit and spell check document prior to submitting
<p>Copyright information</p> <p>Author of articles reserve the ownership of copyright in their articles, and readers who want to re-publish an article can seek permission directly from the author; or permission must be sought from the Editor for the use or publication of entire articles. All layout and artwork created by Let's Talk Aboriginal Cancer eBulletin is the property of Cancer Council WA.</p>	<p>Photographs</p> <ul style="list-style-type: none"> • Cancer Council WA are pleased to receive photographs or images to illustrate articles but we request that all photos and images be clearly labelled with the name of the person who took the photo. Where the photos are of people or objects we request that they also be approved by either those people who appear in the photo, or, if they are objects or images, by a person of authority in the community, so that the rights of all people involved are respected and protected. • Please supply unedited JPEGs in the highest resolution possible. • Clearly identified captions are essential. Please include the following details about attached photographs in the body of the email: Full names and positions (if relevant) of people left to right, location and date. • Images are to be attached as separate files (images pasted into Word documents won't be accepted). • It is the contributor's responsibility to ensure all



people and organisations logo's represented in the photograph have given permission to be published in Let's Talk Aboriginal Cancer eBulletin and Cancer Council WA publications.

Guide

<p>People</p> <p>Words: 350 - 400 Profiles of Aboriginal Health Professionals across WA who attended the Aboriginal Cancer Education Course.</p> <p>Covering – What is your name? What is your role? What does it entail? How can you help people working with Aboriginal Western Australians in cancer prevention, screening, early detection, treatment, support and palliative care? Explain three ways you benefited from doing the course? Your contact details?</p>	<p>2017 Deadlines</p> <table border="1"> <thead> <tr> <th>Edition</th> <th>Final content due</th> <th>Edition distribution*</th> </tr> </thead> <tbody> <tr> <td>March</td> <td>20 January</td> <td>13 March</td> </tr> <tr> <td>June</td> <td>21 April</td> <td>12 June</td> </tr> <tr> <td>September</td> <td>21 July</td> <td>11 September</td> </tr> <tr> <td>December</td> <td>20 October</td> <td>18 December</td> </tr> </tbody> </table> <p>*Edition distribution dates are subject to change</p>	Edition	Final content due	Edition distribution*	March	20 January	13 March	June	21 April	12 June	September	21 July	11 September	December	20 October	18 December
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March	20 January	13 March														
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<p>Articles</p> <p>Words: less than 300 Articles sharing information about cancer prevention, screening, early detection, treatment, support and palliative care for Aboriginal Western Australians.</p>	<p>Resources, websites & videos</p> <p>Submit Aboriginal cancer control related materials that you think may be relevant to our audience in Western Australia.</p> <p>Format: Resource/website/video name, 80 words explaining the resource, including a website link.</p>															
<p>Job Vacancies</p> <p>Format: Job title, work location, basis of employment i.e. p/time, f/time or casual, details about the position and/or include a direct website link to the job description and package, details of the contact person, position, phone number and email.</p>	<p>Events & Courses</p> <p>Format: Event name, date, location, time, contact, website Submit Aboriginal Health specific events in Australia.</p>															

How to submit content

Send your e-Bulletin content submission via email to ldebusch@cancerwa.asn.au.

Please edit, spell check and verify any information and approvals prior to submitting the article.

Your name (including as you would like it to be published); your email address and contact phone number should be included in the body of the email and at the start of the attachment.

Please include in the email subject line: SUBMISSION - E-BULLETIN – [Contribution title] - [Author's name]