



## **FLNRORD newsletter**

### **Editorial Policy and Submission Guidelines**

#### **Purpose**

The purpose of the FLNRORD newsletter is to strengthen communication across the ministry and to recognize the range of projects, activities and initiatives underway at FLNRORD. The newsletter celebrates the hard work of staff across the ministry and around the province as we deliver on our ministry vision:

*Trusted stewardship of provincial land and resources that reflects the diverse values and interests of all British Columbians.*

The newsletter welcomes your stories and ideas.

#### **Submission Process and Due Dates**

Send your story idea to [FLNRnews@gov.bc.ca](mailto:FLNRnews@gov.bc.ca) prior to drafting the article. The FLNRORD Newsletter Advisory Group will then advise you if your concept fits the criteria and that you can proceed with a full submission.

Full submissions are required for review and formatting with sufficient time prior to the production target dates. A full submission means that the article has undergone any necessary approvals within the business area and that a high-resolution photo or image as well as any additional resources or links have been included.

- 2022 Due Dates <sup>(by 4pm)</sup>
  - March 4<sup>th</sup>
  - June 24<sup>th</sup>
  - November 4<sup>th</sup>

#### **What are you writing about?**

The Newsletter Advisory Group welcomes any articles regarding:

- Employee or Team Recognition
- Ministry Events
- Our People and Places
- Organizational Direction and Strategy
- Business and Innovation



## Article Criteria

Please write clear, concise and accessible articles.

- [Plain Language](#)
- [Inclusive Language](#)

Keep it interesting and provide a personal ministry-employee connection.

Include an article title and an authored by line (First and Last Name, Program Area or Representative Group).

Include at least one high-resolution photo or image with your article. Feel free to also include relevant links, videos and audio files.

- Preferred file formats: jpg, png, docx, mp3, mp4, pdf, permanent GUID link.
- Please include captions for photos and videos.

## Editor's Note

We request that article submissions stay between 100 and 600 words in length.

We will review the story and return the article to the drafter for approval if any substantial edits are made. We aim to check for spelling, grammar, style and clarity.

Furthermore, if major changes are required, the article might be delayed and included in a subsequent edition, depending upon time constraints and circumstances. There could even be occasions where a story is deemed unsuitable for the newsletter as submitted (e.g. not well written, doesn't fit the purpose of the newsletter, or another reason). In such situations, the advisory group will work with the submitter to help re-focus the story.

**Feedback and story ideas are always welcome. Write to [FLNRnews@gov.bc.ca](mailto:FLNRnews@gov.bc.ca).**

*And don't forget about our **photo contest!***