

Centre News Reports: Guidelines for Submission to *Organ Canada*

1. The deadlines for receipt of Centre News reports are listed in the table below. It is preferable that each Centre send one consolidated report concerning events that occurred *between the deadlines*, instead of reporting individual events as they occur. Do *not* send a summary of events for an entire past year.
2. Include with your report no more than one in-focus, colour photograph (minimum resolution: **300 ppi**), and, as a separate **Word** file, a caption for the photo. Do *not* insert a photo or caption in the text of your **Word** file, or in the body of an email.
3. Send your materials as *attachments* to an email to <editor@rcco.ca> using formats and document titles as follow:

(a) Write-up of 100–150 words as a **Word** file, having document name CentreName_News. Type, at the bottom of your **Word** file, **your name** and—in case of questions—**your email address**.

(b) Photo as a **TIF, JPG, or EPS** file, having document name CentreName_Photo.

(c) Photo caption, including names of persons pictured, as a **Word** file, having document name CentreName_Caption

Note: Information sent in the body of an email, instead of precisely as above, will likely be lost.

4. When, for a subject of compelling interest, the word limit for Centre News reports does not suffice, consider expanding it into a short article. But first, email < editor@rcco.ca > for advice on whether such an article can be used.
5. Submissions will be published according to *date received*, as follows:

Issue	Deadline
January	November 7
April	February 1
July	May 1
October	August 15

6. *Organ Canada* has adopted the following **style guides**:
 - For spelling: the first or primary spelling listed in the *Gage Canadian Dictionary* (Toronto: Nelson Education, 2013).
 - For punctuation, abbreviations, and other mechanics of style: *The Canadian Style* (Dundurn Press).
 - For titles of musical works and spellings of composers' names, the document at <http://content.ucpress.edu/chapters/2266001.ch01.pdf>