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|  <p>Registered Nurses Association of the Northwest Territories and Nunavut</p> <p>Page: 1 of 1</p> | <p>Newsletter Policy</p> <p>Policy Description: Submission Guidelines</p> <p>Policy Number: N1</p> |
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| <p>Effective Date: January 2022</p>  <p>Review Date: January 2025</p> | <p>New Policy <u> x </u></p> <p>Revision: Partial <u> </u> Complete <u> </u></p> |
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Applies To: All submissions made to the newsletter.

Purpose: To provide details regarding submissions and publication of the RNANT/NU Newsletter.

Policy:

- (1) There are at minimum 3 publications of the RNANT/NU newsletter online in the calendar year.
- (2) Submissions can be sent directly to the RNANT/NU office
- (3) Submissions should be in an electronic format using an Arial size 12 font.
- (4) Original articles are invited for submission. The submission should include a brief biography of the author.
- (5) The Executive Director reserves the right to edit all submissions.
- (6) The Executive Director reserve the right to make final decisions on publication suitability.

Conditions and Exceptions:

None

Authority and Accountability:

The Executive Director is accountable to the Board of Directors for the implementation of this policy and may delegate any related administrative tasks.

History:

This policy is new. Newsletter Policy N1: Advertising, issued April 1999 was archived March 2016. This policy was revised in 2020 and 2022.