

***Intercom* Editorial Guidelines for 2008-2009**

The College publishes a newsletter, *Intercom*, to inform the community of events and/or general news. In order to shorten the length of *Intercom* and attempt to publish it on one page only, the following editorial guidelines have been prepared:

1. All copy must be submitted via email to intercom@vaniercollege.qc.ca
2. The deadline for submissions is 4:00 PM on the Wednesday preceding the week of publication. This deadline is firm.
3. Notices should be no longer than 100 -125 words at the most.
4. Only signed, clearly written notices will be printed
5. All copy must be complete and submitted as a WORD document attachment only. Any copy that is not in WORD or not an attachment will be sent back to the person making the request.
6. Documents must not be formatted – no bullets, no tables, no boxes
7. Personal, classified and syndical notices will not be published.
8. All notices must bear the name and work affiliation of the Vanier staff member (as per the Staff Directory). Titles will not be used. Student names must indicate the students' Programs.
9. Notices of a prejudicial nature or those beyond the bounds of good taste will not be published.
10. Notices of external events or organizations without an appropriate relationship with the College will not be published. Fund raising notices will be limited to those directly benefiting Vanier College departments/services/students and/or the Vanier College Foundation.
11. The editor reserves the right to edit submitted text for the sake of brevity or clarity.
12. Notices for an upcoming event will be published a maximum of two times.
13. Programs, schedules or publicity for major events can be appended to *Intercom* (at the cost of the organizing unit). Space permitting, *Intercom* itself will publish abridged programs and schedules for major events on a maximum of two occasions. Abridged programs and schedules should reference website, and distribution locations for full event details.
14. In order to maintain a one page (two sides) length *Intercom* will use a smaller font size to compress its size.
15. These editorial guidelines will be distributed through broadcast at the beginning of each semester and will be available on the *Intercom* website. Publication Schedule for the semester will also be included.