



## Newsletter Article Guidance

Generally the newsletter is emailed to specialist section older people members three times per year i.e. start, middle and end of the year. Deliberate delays on publishing the newsletter sometimes occur, when other events (conference / study days) are scheduled and we would want to include articles or learning points from these days.

**For article deadlines for the newsletter, please contact the communications officer who will be able to advise.**

If you have attended a study day and wish to reflect on your learning, have good practice examples of care, perhaps you have benchmarked your service against national standards, your service has been participating in non traditional or extended scope roles or you simply wish to share information that you feel would benefit other members, then please do submit an article for future editions of the newsletter. Articles or extended research abstracts should be emailed to the communications officer in the following format:

- Word document in plain format, please be aware your article will be placed in the newsletter in a column format
- Arial font size 10
- 2 sides of A4 limit per article including references
- References should be in Harvard style only, with no more than **3** references
- If you are submitting summaries of research, please also include reference to attainment of ethical approval
- Images pertinent to the topic are welcomed
- Useful to have a concise introduction to your work, explanation of the issue, its contribution to practice and perhaps end with some key learning points where appropriate.
- Writers name, designation/role at the end is essential. Contact details if you wish to share.

**Please forward your contributions to [sarah.montgomeryOT@outlook.com](mailto:sarah.montgomeryOT@outlook.com)**

Minor editing will be completed with each article in order to place within the newsletter, some company branding may be removed.