

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

1. A Centre News report should be a maximum of **300 words\*** and submitted as a **MS Word** file having document name: CentreName\_News.

2. Type, at the bottom of your **MS Word** file, **your name** and—in case of questions—**your e-mail address**. Information confined to an e-mail will *not* be seen by the copy editor.

3. *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>

4. 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 submitting reports of individual events as they occur. Do *not* send a summary of events for an entire past year.

5. If you wish to include a photo with your report:

(a) Append to the bottom of your Centre News report *a complete photo caption* that names persons pictured. In a separate line, credit the name of the photographer, if desired.

(b) Send no more than one photo per event.

(c) Photos must be in focus, in colour, with minimum resolution: **300 ppi**. Acceptable formats are: **TIF, JPG, or EPS**. File name should consist of: CentreName\_EventName.

6. Send your report and photo as *attachments* to an e-mail to <[info@rcco.ca](mailto:info@rcco.ca)>

7. Submissions will be published according to *date received*, according to the publication schedule shown on the *Organ Canada* main page – [rcco.ca/organ-canada](http://rcco.ca/organ-canada)

### \*8. Longer submissions

When, for a subject of compelling interest, the word limit for a Centre News report does not suffice, consider expanding your subject into a short article. But first email <[info@rcco.ca](mailto:info@rcco.ca)> for advice on whether such an article can be used.