

## EDITORIAL GUIDELINES

COBIS welcomes submissions from schools and supporting members for its monthly newsletter, *Connect*.

With a new design for *Connect* being launched in August 2016, the style and structure of the newsletter has changed. Going forward, the newsletter will act to signpost news stories from schools and supporting members by way of a short introduction and a URL where readers can view more information about the story hosted on the COBIS (or external) website.

With this in mind, please see the updated editorial guidelines below.

### Guidelines for submission:

Please ensure all submissions include:

1. **Text (max 300 words).** Include all URLs to be hyperlinked within.
2. **Image**
3. **URL link** (for link to full article or more information)
4. **Category:**
  - a. COBIS News
  - b. Professional Development and Events News
  - c. Student Engagement News
  - d. News from COBIS Schools
  - e. News from COBIS Supporting Members
  - f. Other (please specify)

If you are **not including a URL link**, you may submit an article of up to **400 words**. COBIS reserves the right to edit articles and reports before publication.

All submissions must be received by the **1<sup>st</sup> of the month** to ensure publication in that month's edition. Eg. Submissions for the February editions should be received by 1<sup>st</sup> February.

Please send all submissions to [intern@cobis.org.uk](mailto:intern@cobis.org.uk)