



## SpringDale Messenger – Policy

The SpringDale Messenger is an integral part of the work and program delivery of the SpringDale Neighbourhood Centre. It provides an avenue for us to share information with the residents of the North Bellarine Peninsula and beyond and it helps to encourage us to move forward monthly.

It exists to promote a sense of community and connectedness. It provides a positive voice for our community and helps to prevent social isolation.

SpringDale Neighbourhood Centre is the entry point for all articles and advertising material. Information in hardcopy may be received over the counter, but the preferred method is electronically. Articles are received via the [messenger@springdale.org.au](mailto:messenger@springdale.org.au) email address and advertising is received via [office@springdale.org.au](mailto:office@springdale.org.au) email address.

The community is welcome to promote activities and accomplishments through articles of interest to our readers.

Businesses are welcome to advertise in our newsletter and in so doing will contribute towards the costs of producing a newsletter, which is free to the public.

Editing of Contributors Material - Contributors should note that the right to modify submitted articles is retained by The SpringDale Messenger as per our policy. Views expressed in this newsletter are not necessarily the views of the publisher, the SpringDale Neighbourhood Centre Inc.

The following guidelines apply for the submission of articles:

- We do not include controversial, insensitive articles in the SpringDale Neighbourhood Centre newsletter.
- The Coordinator is the final arbiter and reserves the right to edit and deal with submitted articles.
- Articles must be 350 words or less with photo or 400 words or less without a photo.
- In order to ensure that the articles are current when they are read, they must be written to apply to the date of distribution, **not** the copy deadline.
- To preserve equality it is our policy that candidates in Federal, State or Local elections are limited to a 150 word article prior to an election.
- For initial advertisement a setup fee may be applied.
- A surcharge may be applied for small changes and alterations made to advertisements.
- Businesses which purchase a full page advertisement are welcome to submit, free of charge, an additional related article of 350 words. Businesses which purchase a half page advertisement are welcome to submit, free of charge, an additional related article of 170 words.

- The images content and language used in all articles will abide by the principles in our Code of Conduct and Code of Ethics, Cultural Diversity and Access and Equity Policies.
- Articles submitted electronically are to be Microsoft Word documents.
- Photographs are to be submitted electronically, as a jpg attachment.
- Headings are to be formatted in upper and lower case.

Copies of the Messenger are bound in annual collections and kept in SpringDale archives. Low resolution editions of the Messenger are loaded onto the National Electronic Deposit system as part of the State Library collection.