

UNA Community Newsletter Requirements

For UBC and Community Partners

The UNA Community Newsletter is a weekly newsletter that contains relevant information for the University Neighbourhoods community, including UNA services, community news, events and community partner submissions. The newsletter is targeted towards UNA community residents but can be received by anyone who signs up for a subscription.

Event submissions must be open to all residents of the UNA community (or the public) in order to be eligible for promotion on the newsletter (i.e., not restricted to UBC faculty or UBC students).

All submissions and requests must be relevant to the UNA community and will be published at the discretion of the UNA. The UNA reserves the right to edit submissions for accuracy, clarity and brevity without prior notice. By default, all submissions will be circulated once. For requests regarding circulation in multiple issues, please email the Editor, Rocio Escalona at communications@myuna.ca.

Requirements Checklist

Please ensure that your submissions are **complete** and adhere to **ALL** requirements below.

- **Short Article:** Please send a short article targeted to the UNA community audience. Your article must be **written in third person** and length must be **25-50 words**. Media releases should be cut down to the required word count. If applicable, you must include the following:
 - ☐ date of event
 - ☐ time of event
 - ☐ location of event
 - ☐ cost of tickets
 - ☐ special offers/discounts
 - ☐ link to a website landing page or registration page and/or contact information (mandatory if link to a website is not available)
- **Photo/Graphics:**
 - ☐ Photo or graphic must have **NO text overlay**
 - ☐ **File Type:** PNG or JPG format
 - ☐ **Color Profile:** Images should be saved in an RGB color profile
 - ☐ **Image Size:** 978 px in width and 551 px in height
 - ☐ **File Size:** Maximum file size of 1 MB for images

Deadline

To ensure your article is considered for publication, please submit requests by **Tuesday, 4:30 p.m.** of your ideal publication week. The newsletter is published every Friday.

How to Submit

Please send your submissions to the Editor, Rocio Escalona at communications@myuna.ca.

Subscribe

If you'd like to receive the weekly UNA Community Newsletter, please visit myuna.ca/subscribe.