



Australasian  
Association of  
Professional  
Organisers Inc

## **GUIDELINES FOR SUBMISSIONS TO AAPO E-Newsletter May 2008**

### **Word Limit**

All submissions from general members:

- to be no more than 250 words\*
- will be published at the Committee/Editor's discretion
- may be edited for clarity, grammar, spelling correction and/or length

\* In certain cases longer articles may be accepted from the Committee depending on room & importance of subject.

### **Submission Date**

All submissions from General Members to be emailed to [info@aapo.org.au](mailto:info@aapo.org.au) by 20<sup>th</sup> of the month

All submissions from Committee Members to be emailed to [info@aapo.org.au](mailto:info@aapo.org.au) by 28<sup>th</sup> of the month

### **Style**

Headings

Arial Black 12 point, centred

Body text

Arial 10 point, justified left

Arial black is not Arial bold, they are two different fonts.

Spacing

Single spacing

Margins for A4 paper

Top 5 cms

Bottom 3.5 cms

Left 3.8 cms

Right 3.5 cms

Orientation

### **Please note:**

No underlining

No capitals

Use Arial Black for key information if necessary

P.O. Box 1241  
Blackburn North  
VIC 3130

INC A0047970Y  
abn 42238502235



**Australasian  
Association of  
Professional  
Organisers Inc**

## **Content**

Article content could include, but is not limited to:

- Useful & relevant hints, tips, events or news
- Interesting/funny/moving stories from your Organising experience
- Experiences with/praise to other Organisers you have met in your travels
- Conferences, training or workshops attended

Please note we will not accept pure/blatant advertising of your or any other product/service. If your article is accepted we will publish your name and business name with ONE live link to your website. Please note any websites you mention in your article may or may not be hyper-linked in the published version.

P.O. Box 1241  
Blackburn North  
VIC 3130

INC A0047970Y  
abn 42238502235