



BC Non-Profit
Housing Association

BCNPHA

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BCNPHA *InfoLink* – Article Guidelines

BCNPHA looks forward to receiving your articles and sharing it with our readers; these guidelines will help us to achieve this goal.

Content:

Articles should comprise a maximum of 400 words. Topics must be of relevance and interest to the non-profit housing sector.

Articles submitted by for-profit organizations may briefly mention their company and specific products, with the main content of the article being general and of broad significance to the sector.

For reference to past *InfoLink* articles, the most recent six issues of *InfoLink* are available in the Member section of the BCNPHA website, www.bcnpha.ca

Editorial discretion:

All articles submitted will be subject to the editorial discretion and revision of the BCNPHA Education Department. Articles may be edited for length, style, grammar, organization, syntax, and clarity; additional text may be added, whilst preserving the key message.

Advertising:

If you wish to place advertising in this or any other issue of *InfoLink*, request advertising rates and information from Arwa Hasan via email at arwa@bcnpha.ca. Advertising already booked will be placed in close proximity to your article, subject to editorial discretion.

Photographs & illustration:

Relevant photographs or illustrations to accompany articles may be submitted and are subject to publishing depending upon space availability. These will be printed *in black and white only*. Photographs or illustrations can be emailed to Kate Nielsen at kate@bcnpha.ca. Format: Tiff (preferred), jpeg (high resolution for print), or Illustrator eps (for PC). High resolution PDF is acceptable if EPS unavailable. High resolution pdf's are also acceptable: please ensure all text is converted to outlines before saving file as a pdf.

For questions regarding articles, sales, membership or general enquiries, please contact **Jacqui Mendes, Director, Member Services**, at jacqui@bcnpha.ca or at 604-291-2600 ext. 225;

For questions regarding layout or graphics contact **Kate Nielsen, Program Coordinator, Education & Communications**, at kate@bcnpha.ca or at 604-291-2600 ext. 224.