**E-bulletin Article Collection Form**

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| 1. **Title of Article and Author(s)** |
| *Title of project, programme or service with authors, job titles and organisation*  *Top tips*   * *Keep the title interesting and engaging for the reader.* * *Think about the audience, how will you hook them in to keep reading your article* * *Keep the title short, clear and concise* * *Avoid acronyms* |
| 1. **Main article (Max 500 words)** |
| *A brief description of your project / the issue and why it is important (100 words)*  *A fuller description of your work, including any research, evidence and background information (200 words)*  *What difference has the project made (100 words)*  *What are your key messages or learning to others? What is your call to action? (100 words)*  *Top tips*   * *Avoid acronyms* * *Keep language clear, concise and easy to read* * *Break your article into paragraphs* * *Proof read your article* * *Include any hyperlinks and references* |
| 1. **Icons and Logos** |
| *Please include any relevant photos and organisation logo.*  *Top tips*   * *High quality images work best* * *Ensure you have the copyright for the image you are using - this means you have taken the photograph or created the image yourself, or you have obtained permission to use the image.* |
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| *In line with our duties regarding the Welsh Language Standards we actively encourage the use of Welsh, therefore please provide a translated copy of your article where possible.* |