**E-bulletin Article Collection Form**

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| 1. **Title of Article and Author(s)**
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| *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*
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| 1. **Main article (Max 500 words)**
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| *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*
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| 1. **Icons and Logos**
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| *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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| 1. **Please choose a category for your article**
 |
| [ ]  Policy[ ]  Research[ ]  Practice[ ]  Commentary |
| 1. **Contact details**
 |
| *Please include contact details should readers wish to find our more information* |
| 1. **Further resource**
 |
| *Provide links to where further information can be found (e.g. website)* |
| 1. **Welsh Language Standards**
 |
| *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.* |