Ho-OPLA Editorial Guidelines

CONTENT

Ho-OPLA contains the following sections:

- o PRESIDENT'S MESSAGE
- o WHAT'S NEW section includes information on event and programs of interest and affecting libraries across the province
- o AROUND THE PROVINCE: (commonly called the brag board) In this section individual libraries have an opportunity to highlight significant events/programs services
- o PEOPLE IN THE NEWS

    News and announcements on new hires, new positions, awards, retirements etc.

Contributions will be accepted from staff at member libraries, must be attributed, and may include photos, and links for further information.

Contributions may also be accepted from provincial agencies, partner organizations, and other organizations of general interest.

Contributions may be edited for length, grammar or content. OPLA council will have final say on content.

Ho-OPLA assumes that contributors have ensured accuracy, and assumes no liability.

Ho-OPLA accepts no articles from for-profit corporations, nor any advertising.

DISTRIBUTION

OPLA will distribute electronically to OPLA and OLBA members or make hardcopies available to interested OLA members at the Super Conference.

PHOTOS

Ho-OPLA assumes that contributors have secured all necessary permissions for photos, and assumes no liability.

Ho-OPLA Submission Guidelines

EDITORIAL RIGHTS

The editor may exercise discretion in publishing content, and may not publish all submissions. Some articles may not be included due to duplication, timeliness, or, if, for any other reason considered inappropriate. The editor encourages all submissions, but due to space limitations, might not publish more than one submission per library.

ARTICLES
All submissions may be edited for length, content and or style, and should be as brief as required to present the information, usually ranging from 150 to 500 words.

With the exception of media releases, content that has appeared in the same form in another publication will not be accepted.

CONTACT INFORMATION

All submissions must be accompanied by name, title and contact info of contributor, and may have links to additional websites. Anonymous submissions will not be accepted.

PHOTOS

Photos are encouraged, and will be included if appropriate, and if space allows. Photos should be jpg format in web quality for the electronic issues, and print quality for the printed, Super Conference issue, and should include a caption. Web quality need not exceed 500 kb; print quality must be a minimum of 300 pxi, and maximum size of 1MB.

Due to space limitations, the editor might not include more than one photo per submission.

Ho-OPLA assumes that contributors have secured all necessary permissions for photos, and assumes no liability.