



GRADUATE
STUDENTS'
ASSOCIATION

UNIVERSITY OF CALGARY

GSA Newsletter Submission & Guidelines

Please submit your entry by email to:

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Communications & Marketing Coordinator
587.889.1521
thao.nguyen1@ucalgary.ca

Deadline for submissions - Mondays, 12pm

Newsletter sent to membership - Tuesdays, 4pm
(unless special situations occur)

*In the event Monday is a holiday, the deadlines will be moved one day further into the week being Tuesday and Wednesday respectfully.

A complete submission includes the following:

- Date & time of event (if applicable or submission deadline)
- Location
- A word count no larger than 75 (subject to editor)
- An operational web link to external information if noted within the submission
- Contact information for viewership
- Reasonable grammar and use of language not needing significant time to be edited
- An image – jpeg or png, 72dpi, 125px by 125px or larger
(please feel free to ask Andrew Smith to find an image to use)

*Submissions may be rejected if they are incomplete, need extensive editing, or do not advance the University of Calgary graduate student experience.

Example of what a submission looks like in the newsletter:



Faculty of Arts Committee Members Needed

The Faculty of Arts is looking for motivated and committed Graduate Students for The Equity and Diversity Committee, The Arts Internationalization Committee, and Curriculum and Academic Review Committee. Each appointment is a 1-year term from July 1, 2018 to June 30, 2019, time commitments vary. Please contact the VP Academic if you are interested and for specific terms of reference at vpa.gsa@ucalgary.ca

Newsletter Submission

(Please enter information that applies)

Submission date:

Submitted by:

Event date:

Preferred title of submission:

Event Location:

Contact information:

Submission Deadline:

Link to external information:

*Please attach image to your email submission

Text to include (75 words or less):

Other instructions or information