



## **ENOTHE Newsletter Guidelines for Article submission**

### **Overview**

ENOTHE newsletters are issued 3 times a year: Spring – March/April, Summer - June/July and Winter - December, and give information about actions and activities undertaken by the ENOTHE Board and Members.

### **Who receives the ENOTHE Newsletter?**

The ENOTHE newsletter is sent to the ENOTHE representatives of members and to ENOTHE mailing list subscribers, which are over 500, and it is published (for website access) in our social media (Facebook and Twitter), that combined have over 7000 followers.

### **Regular Features of the ENOTHE Newsletter**

- Message from the ENOTHE President;
- ENOTHE news and updates
- SPOT news
- News from members
- News from Partners and Projects
- Update on ENOTHE related activities: OT-Europe, Annual meeting, Joint-Congress.

### **What kind of articles should I submit for the ENOTHE Newsletter?**

- Participation regarding news /developments in your programme of study;
- Students' activities of your programme of study;
- Collaborations you are looking for or that are developed by you with other programmes;
- ENOTHE seed funded project groups work developments;
- Raise awareness about your institution miniSPOTs;
- And other aspects that you consider relevant to the ENOTHE community

### **Deadlines**

We would like to keep hearing from you all year round!

This means that you may send your participation whenever you like, and it will be displayed on the next available newsletter.

However the regular deadlines for Spring, Summer and Winter are March, June and December, respectively – check the website [here](#) for accurate yearly dates.

## Who can submit to the ENOTHE Newsletter?

ENOTHE members can submit to the newsletter and in all the 3 issues of the year.

(Not an ENOTHE member? Find all information on how to become one [here](#).)

## How to format and send my article for submission to the ENOTHE Newsletter?

Article submissions must comply with following format requirements to avoid the risk the contribution might not be published:

- Articles must have a 300 words text limit.
  - A title should be included for your article submission text.
  - ENOTHE highly encourages you to submit related pictures along with your article text.
  - Images must be of either of these categories:
    - your own work (ex. you took the photograph);
    - freely licensed;
    - public domain;
  - Images should have the best resolution possible.
  - Include "ENOTHE Newsletter submission" in the subject line of your submission e-mail.
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- Articles should be sent as an attachment in Word (.doc or .docx). Please do not send in .pdf format.
  - Attach images to the same e-mail as your article submission;
  - To submit, e-mail your article to the ENOTHE Office ([info@enothe.eu](mailto:info@enothe.eu)).

## Disclosure

All information sent (text and pictures) is from the sole responsibility of their owner /sender.

By sending an article submission to the ENOTHE Office you agree with the following:

- images sent might be resized or selected to accommodate the ENOTHE Newsletter space configuration;
- all article submissions texts will be proofread prior to publication.
- All publication is under ENOTHE Creative Commons license - Attribution-NonCommercial-NoDerivatives 4.0 International

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The ENOTHE Board reserves the right to not publish submitted articles.

**We are looking forward to receive your participation and will be most glad to support you in networking with all ENOTHE and SPOT members!**

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