

CSAE Trillium Chapter
EDITORIAL GUIDELINES for the FORUM newsletter

FORUM is the newsletter of the Trillium Chapter of the Canadian Society of Association Executives. It is published quarterly with issues appearing Monthly. It is distributed by email to over 1,000 association executives and business members across Ontario.

The purposes of the newsletter are to:

1. enhance the value of membership that chapter members receive from CSAE National
2. keep members abreast of issues, trends and best practices relating to association management
3. provide a forum for the exchange of information and ideas among members
4. publicize professional development events being presented by Trillium Chapter
5. keep members informed of the activities of the chapter's executive and committees and promote participation in chapter affairs
6. provide a source of revenue for the chapter through advertisements appearing in the newsletter
7. support the strategic priorities of CSAE

The chapter's Newsletter Committee acts as editor of the newsletter.

We welcome articles written by Trillium Chapter members and others on topics of interest to the membership. Article length should be between 600 and 1,200 words. The deadline for submissions is two months before the issue publication date.

Authors, Please Note:

We cannot publish every article that is submitted. Authors will increase their chances however if they follow these guidelines:

- The topic is relevant to readers;
- The article is well organized;
- The article is not too broad in scope, or conversely, too specific;
- The article or the topic is not self-promotional nor does it market a product or service available from only a small group of select vendors;
- It provides examples from the association sector to illustrate the premise of the article.