

CACCN Manitoba Chapter Newsletter Submission Guidelines

Each year, the Manitoba chapter CACCN publishes a spring and a fall newsletter. The goal of the newsletter is to provide its members with information regarding upcoming educational events, networking opportunities, chapter initiatives and information to enhance professional development of critical care nursing.

The Manitoba chapter has developed newsletter submission guidelines to benefit our members who receive the newsletter as well as those interested in advancing and supporting the profession.

General/All Newsletter Submission Guidelines

- Topic must relate to critical care nursing
 - By promoting the advancement of critical care nursing or quality care of critically ill patients and their families
- References are required and should be current (current is considered within the last 5 years)
- Submitted electronically in Microsoft Word by the end of February for the spring newsletter and the end of September for the fall newsletter
- Approval of submissions will be subject to approval and editing as determined by the Manitoba chapter executive

CACCN Educational Fund Applicant Newsletter Submission Guidelines

Must also meet the following guidelines:

- Submissions must be received within 60 days of the event for which funding is received
- Submissions must be a minimum of two double spaced typed pages

Ask the Expert Newsletter Submission Guidelines

- Expert will be sourced from a member of the CACCN MB Chapter executive
- Should be between 300-400 words in length (≤ 1 page)
- Current references should be included with submission (current is considered within the last 5 years)
- Should be reflective of WRHA policy, if applicable
 - Not site specific information
- Submission must be reviewed/validated by Publicity/Newsletter Chair and an executive member prior to printing
- In the newsletter we will include references available on request

Advertising Newsletter Submission Guidelines

The Manitoba chapter will accept paid advertising for submissions that relate to our mission of:

- Providing opportunities for networking
- Promoting and facilitating professional development in critical care nursing
- Providing an avenue to promote educational opportunities

Mail Submission requests to: Publicity/Newsletter Chair
 Manitoba Chapter CACCN
 PO Box 2236
 Winnipeg, Manitoba
 R3C 3R5

Or email to the current Chapter president at the address found on the MB chapter Web page at caccn.ca under the link “contact list”.