



Asia Pacific Region

World Association
of Girl Guides
and Girl Scouts

Association mondiale
des Guides et des
Eclaireuses

Asociación
Mundial de las
Guías Scouts

ASIA PACIFIC REGIONAL GUIDELINES 2015

GUIDELINES FOR ASIA PACIFIC LINK NEWS

Aim

To share news and information of the Asia Pacific Region among Member Organizations and be a public relations tool for the Region.

Objectives

1. To provide an avenue for Member Organizations to share success stories, best practices and newsworthy items related to WAGGGS Goals with the members in the Region, donors and supporters.
2. To ensure that the Region's and Member Organizations information is published and circulated to a wider audience.
3. To promote a closer relationship between Member Organizations and the Asia Pacific Regional Committee.
4. To promote girls and young women in every issue.

Description

1. The newsletter will be published every four months (April, August and December) in full colour.
2. The newsletter will be on the AP Region official website for easy download.
3. As a guide, the newsletter will be A4 in size and printed on white paper.
4. The newsletter is free and can be reprinted.

Guidelines for submission of articles

1. All articles must be in English.
2. All articles must be written in correct WAGGGS house style. The house style guide can be downloaded at <http://extranet.wagggsworld.org/en/resources/document/view/22767>.
3. Articles submitted must be based on WAGGGS current Global Outcomes or any of the following:
 - a. Friends of AP WAGGGS
 - b. Profile of a young woman/women
 - c. WAGGGS initiatives
 - d. AP Region reports and special announcements
 - e. AP external relations
4. Tips for writing an article that will make interesting reading:
 - a. Is this something I would like to read about?
 - b. Why should people read this? Why is it newsworthy? What relevance does it have to the Movement?
 - c. Your story doesn't need to be a 'first' or a record, but try and identify the reasons why it is important and why you want it to be shared – that should give you a strong introduction.
 - d. Be specific with details. Make sure you put in dates, peoples' names, and place names. For example, if you are writing about a school, name the school and the area. Don't just write, 'a school in the northern region,' write, 'Woodlands Primary School in London.'
 - e. Statistics, if applicable, will make your story stronger.
 - f. Explain any acronyms or Girl Guiding/Girl Scouting concepts.
 - g. Get quotes from people involved (ask their permission first).
 - h. If possible, send high resolution digital photographs (JPEG format) with your article – thinking about how the photo helps illustrate the point of the story. All photographs must be in their original size and format, labelled, and permission given to use them in AP and WAGGGS publications. Photos should be sent as separate files to the article (i.e. not embedded).

- i. Please send us a contact number/email with your article so we can get in touch with you if we need more information.
 - j. Ideally all articles should be less than 300 words.
5. Announcement of international events are allowed and should consist of:
 - a. host Member Organization
 - b. date of event
 - c. venue
 - d. fees
 - e. where to direct inquiries relating to event
 - f. description of the event of a maximum of 100 words.
6. Each Member Organization may submit as many articles as they desire, however if too many articles are received for one issue, the Newsletter Editor/s will select which articles are to be used.

Ways of Work

1. All articles must be submitted to the Newsletter Editor/s.
2. Deadline for submission is on the 2 March, 2 July and 2 November.
3. All articles submitted will be edited by the Newsletter Editor/s. Publication of articles is at the discretion of the Newsletter Editor/s.
4. Only high resolution digital photographs are accepted for print.
5. The new issue of the newsletter will be available online in April, August and December respectively.

Guidelines First Approved: 1991
Updated: January 1991, 2005, 2008, 2011, 2012, 2015
Next review 2017