**Instructions**

Complete each of the following sections and email to [L.Rollings@mdx.ac.uk](mailto:L.Rollings@mdx.ac.uk), named with the following convention: SurnameInitials\_Item. For example, JonesAB\_Item.

Attach any images to your email, named with the following convention: SurnameInitials\_ImageN where N is the image number: 1, 2, … For example, JonesAB\_Image1. Image captions should be provided below.

**1. Author details** Add additional columns if required

|  |  |  |
| --- | --- | --- |
|  | Author 1 | Author 2 |
| Name |  |  |
| Position |  |  |
| Institution |  |  |
| Contact email |  |  |
| Include email address in item? | Yes / No (delete as appropriate) | Yes / No (delete as appropriate) |

**2. Section of newsletter** Check one option only

Article  Resources  Future events  Past events Other

**3. Title of article**

|  |
| --- |
|  |

**4. Article** Recommended word limit: 300 words

|  |
| --- |
|  |

**5. Image captions** Enter caption for each image submitted; add additional rows if required

|  |  |
| --- | --- |
| **Image** | **Caption** |
| Image 1 |  |
| Image 2 |  |