

## WHEN IS THE WEEKLY BULLETIN SENT?

The Weekly Bulletin is sent to all colleagues on Monday afternoons.

## WHAT IS THE DEADLINE TO SUBMIT AN ARTICLE?

The deadline to submit content is at **12pm on the Thursday before publication**. We receive a large number of submissions and cannot guarantee that all submissions will be included in the next editions, if submitted after this deadline.

## CONTACT US

To contact us and to submit your news to Weekly Bulletin, please email us on: [internalcomms@exeter.ac.uk](mailto:internalcomms@exeter.ac.uk)  
Or use our submission form  
<http://www.exeter.ac.uk/staff/news/bulletin/submitnews/>

## IMAGES

We welcome images alongside your text submissions. Please ensure images are of an acceptable quality, as if they are of too low resolution, we may be unable to include them. Images must be GDPR compliant.

## WORD COUNT

Please try to limit the word count for your submission to around 150 words. Note that the team reserves the right to exercise editorial control over all submissions, to keep them consistent with our house style, tone, length and so on.

## **Weekly Bulletin submission top tips**

- Make sure to spell out any acronyms in your piece
- Try to avoid using jargon
- We have both Exeter and Cornwall editions – please specify if you’d like your content to appear in both
- Include colleague job titles where possible and relevant
- Keep article headings short
- Please link out to online content where possible
- Images need to be high quality, GDPR compliant and credited if copyrighted
- Make sure to include key information such as dates, deadlines and contact points in your piece
- We can include videos, links to PDFs or documents and images with your piece
- Colleagues can comment on articles and like them – if you’ve submitted an article, why not check back to see how it’s performing? We may ask you to respond if your article receives a comment that contains a query
- When submitting an event for our events listing, please submit it in the following format:

**Wednesday 2 February, 12pm – 2pm**, All-Staff talk from our Vice Chancellor, online via Microsoft Teams Live

- To share information with students or on social media, please contact [studentcomms@exeter.ac.uk](mailto:studentcomms@exeter.ac.uk) or [socialmedia@exeter.ac.uk](mailto:socialmedia@exeter.ac.uk)
- All submissions will be received and considered; but we won’t get in touch unless we have queries about your piece