

## Guidance for BSCB newsletter articles

To have an article printed in the BSCB newsletter please contact the BSCB Administrator, Ally Martindale ([amartindale@buckscc.gov.uk](mailto:amartindale@buckscc.gov.uk)) or Training Admin Assistant, Emma Granville ([egrانville@buckscc.gov.uk](mailto:egrانville@buckscc.gov.uk)), to establish the deadlines for publication.

- All articles must relate to children – either safeguarding or other issue connected to vulnerable children.
- Please advise the BSCB what the purpose of your article is: i.e. is it just to inform or are you asking for action from readers (and if so is there a deadline date) etc.?
- Ideally an article will include the ‘so what’ side of things – i.e. what the benefit will be of a new service / how the life of a child has improved through XY or Z etc.
- All articles should contain contact details for further information – this can either be a website address or an email address.
- Articles should be a maximum of 300 words long – i.e. quite short and snappy. The BSCB reserve the right to edit any article that is longer than this. If you feel the topic needs more space than this please contact the administrators to discuss.
- Where possible please provide an image to support the article – i.e. logo or suitable image with copywrite permission (not an image from Google images unless permission is granted for it to be re-used).
- It is very important to ensure that the article is not going to be out of date before publication.