

# e-bulletin Style Guide



## Thanks for your interest in listing your exhibition/event/employment opportunity in the Artworkers ebulletin.

The ebulletin is a weekly e-newsletter packed with arts news, jobs and events, and is distributed weekly to over 1500 members throughout Queensland and nationally. There is no charge to submit your information. We can't guarantee inclusion due to the high number of listings submitted, but adherence to this style guide makes things easier and inclusion more likely.

### A few points to start:

**Frequency:** The ebulletin covers the Friday to Thursday following the email-out, & we do not run listings twice.

**Deadline:** Listings are to be submitted to [info@artworkers.org](mailto:info@artworkers.org) by each Wednesday. Listings submitted after the deadline will not be included in the ebulletin for that week. Artworkers will not confirm inclusion until after the ebulletin has been sent.

**Placing:** Listings are placed at the discretion of the ebulletin editor. No preference is given to listings or their placing within the ebulletin.

**Incorrect listings:** Listings are not validated so we strongly advise members to check all content. If your submission contains incorrect information, we will not run corrections. We will not contact you if your submission is missing critical information, or is in an email attachment that does not open. We cannot include images.

### How to format your listing:

- Listings should be kept to 50 words or less.
- Title of event/ employment opportunity (in italics) and suburb / state
- All exhibition headings must use the gallery name and suburb or town/city as the title in lower case + bold: eg. **queensland art gallery – south bank, qld**
- Job headings must use the job title and town/city eg. **art gallery manager – brisbane, qld**
- Events & exhibitions: artists or speakers involved (names are always **bold** + *exhibition titles are always in italics*)
- Openings: day/date/month/time, no punctuation, in bold eg. **Friday 16 December 4pm**
- Event or application closing date – date is in bold. eg Applications close **13 May 2007**
- A short description of event, exhibition or award. For employment listings, include application requirements
- Street address for events/gallery listings. If no address is supplied, the listing will not be included
- Web address and contact phone number for further information

Please refrain from using UPPERCASE, colours, underlining or italics to highlight events. Information is to be in plain text (not images such as .jpeg .tif .png .gif etc) as it is much easier for us to copy and paste into the ebulletin.

### Here are two examples you can use as templates:

(eg exhibition / event listings):

**xyz space – townsville, qld**

*Something* featuring clay works by **John Doe**. Opening **Friday 16 January 6.30pm** and continues until 15 February.

667 Smith St. (07) 1234 5678 [www.xyzspace.org](http://www.xyzspace.org)

(eg job opportunities / prizes / exhibition opportunities / call for artists)

**call for artists – national**

Ground Up Community Management Services is inviting all artists to submit proposals for a new public artwork to be developed for the Westside Community Square. Proposals close **23 March 2007**. For further information and to download

an application pack visit [www.website.org](http://www.website.org)

Thanks for your submission. If you have any further questions regarding submissions, please contact Artworkers on 07 3215 0850, 1300 780 291 (outside Brisbane) or [info@artworkers.org](mailto:info@artworkers.org)