

27 September 2021

### **Dóchas Wednesday News Editorial Policy**

1. The purpose of the newsletter is to share information about meetings, events, jobs and trainings with a focus on or a link to global development issues as well as other general information (i.e. grant deadlines, launch events, competitions, etc) that may be of interest to the development sector. The newsletter doesn't include fundraising events.
2. The newsletter does not include information on the availability of new publications and resources. However, details of launch events for new publications and resources may be included, where such events are open to participation from the wider development sector.
3. Advertisements are carried for a maximum of three issues. This rule may be waived in the case of Dóchas itself and also in the case of its member agencies, where the information may be carried for a longer period.
4. Please email your submission to [programmesupport@dochas.ie](mailto:programmesupport@dochas.ie)
5. Please note that all submissions should be no longer than 120 words and should have clear information with relevant titles and dates, contact details where necessary and links to further information if appropriate.
6. Dóchas reserves the right to edit any information received as well as to exercise editorial control over the content of the newsletter.
7. Dóchas reserves the right to decide what information will be included in the newsletter.
8. Dóchas Wednesday News does not include attachments.
9. All information must be received at the Dóchas office by 5 pm each Monday if it is to be considered for inclusion in the newsletter the same week.
10. Every effort is made to distribute the newsletter by email each Wednesday at lunchtime.