



## **Provincial and Territorial Representative Resources**

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## January 2021 Issue Timeline

**Ongoing:** Provincial and Territorial Reps will receive emails directly as submissions are added to the website forms. They will verify the submission and contact the author directly if there are issues (using templates found on page 6 in this document) Prov./Terr. Reps can also encourage teachers in their community to submit articles.

**November 15th:** Prov./Terr. Reps finalize any submissions they have received. An email to [suzukimusiccanada@gmail.com](mailto:suzukimusiccanada@gmail.com) will approve their regional submissions and indicate they are ready to be sent to editors.

- When confirmation from Prov./Terr. Rep is received through the Suzuki Canada email ([suzukimusiccanada@gmail.com](mailto:suzukimusiccanada@gmail.com)), the article will be forwarded directly using Word to an editor (distributing articles evenly to all editors)

**November 19th:** Editors will confirm they have completed the editing process, and all edited articles can be accessed by the translating coordinator.

**November 23rd:** Translated articles are sent directly to second language editors.

**December 1st:** Ensure articles are ready to be finalized.

**December 7th:** All articles are completed and sent to Kathleen to format.

**December 14th:** Newsletter forwarded to Jason at SAA, to be published by January 11, 2021.

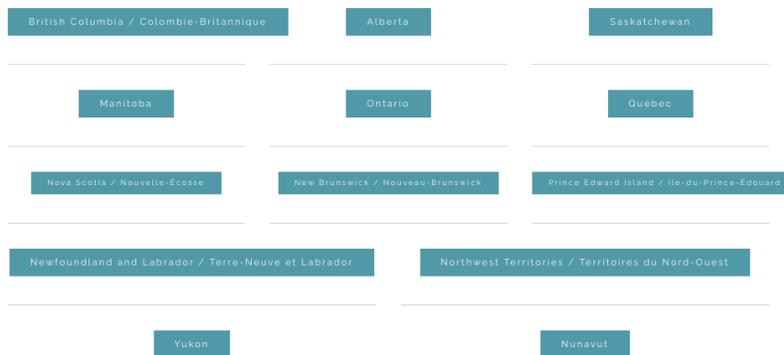
# Online Submission Process

Website: [www.canadiansuzukinewsletter.org](http://www.canadiansuzukinewsletter.org)

1. Navigating the website, find the correct form to fill out for your province or territory. (direct link: [Article Submission Page](#))

Click on your province or territory to submit your article.

Appuyez sur votre province ou territoire pour soumettre votre article.



2. Fill out the necessary information and upload your article in a document (Word document preferred) or a link to an online version. There is also space to include a photo.

Please submit your article by providing a link to access or uploading a document (.docx format preferred)

Veuillez soumettre votre article en fournissant un lien pour accéder ou télécharger un document (format .docx préféré)

*\*Indicates required field*

Name / Nom \*

First Last

Email \*

Link to Article / Lien à l'article

Upload Document / Télécharger un document

 no file selected

Max file size: 20MB

Upload Photo / Télécharger une photo

 no file selected

Max file size: 20MB

3. Google Captcha is used in order to avoid spam and ensure a more secure form submission.

*\* Indicates required field*

Name / Nom \*

First  Last

First Last

Email \*

Link to Article / Lien à l'article

Upload Document / Télécharger un document

no file selected

Max file size: 20MB

Upload Photo / Télécharger une photo

no file selected

Max file size: 20MB

Select all images with **traffic lights**

4. When an article is successfully submitted, they will receive the following notice on the website.



[HOME](#)   [E-NEWSLETTER \(ENGLISH\)](#)   [INFOLETTRE \(FRANÇAIS\)](#)   [ARTICLE SUBMISSION / SOUMISSION](#)   [EVENTS](#)   [CONTACT](#)

[QUESTIONNAIRE](#)

Thank you. Your article has been submitted. Merci. Votre article a été soumis.

5. When an article is submitted, prov./terr. reps will receive an email with the following information from the online form. You will have access to the document to open and verify it following the guidelines on page 5 of this document.

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**Submitted Information:****Name / Nom**

Nadia Petriw

**Email**

[nadia.petriw@gmail.com](mailto:nadia.petriw@gmail.com)

**Link to Article / Lien à l'article**

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**Submitted Files****Upload Document / Télécharger un document**

[canadian\\_suzuki\\_newsletter\\_timeline\\_and\\_process.docx](#)

**Upload Photo / Télécharger une photo**

[canadian-newsletter-photo-1.jpg](#)

## **Submission Criteria**

The e-Newsletter Committee has developed the following guidelines to ensure articles are suitable for the e-Newsletter. Please use this check list to assist you in verifying the article prior to it going through the editing process. The 500-word limit is especially important, as the article will have a higher word count after being translated into the second language.

- Article is on a topic that would be of interest to Suzuki teachers.
- Article is 500 or fewer words (this is a strict word limit)
- Article language is suitable for an audience of all ages
- Article is written by an SAA member, or by a family whose teacher is an SAA member
- Article is overall positive, i.e. Does not contain any negative comparisons, and is not critical of anyone/anything

## **Template Email Responses**

To assist the Prov./Terr. Reps, the e-Newsletter committee created the following template email responses. Please customize these responses as you see fit, but we hope they provide some ideas for wording emails that may be challenging to compose.

### **Email re: Article submitted by a non-SAA member**

Dear...

I notice that you are not an SAA member right now. We only publish articles in the e-Newsletter by SAA members or parents/students of SAA members. Are you able to renew your membership at this time? Let me know when you have done this so I can finalize your article.

Thanks,

### **Email re: Article submitted exceeds 500-word limit**

Dear...

I notice that your article exceeds the 500-word limit. We are unable to include articles that are longer than 500 words in the e-Newsletter, as they may be significantly longer after the editing and translation process are completed. Would you mind editing your article to fit within the word count? I would really like to include your article and do not want this to keep your article from being included in the upcoming issue. Let me know when you have done this so I can finalize your article.

Thanks,

## **Provincial/ Territorial Representative Task List**

1. Engage with your provincial and/or territorial community of teachers as the representative for the e-Newsletter. Answer questions via email, encourage colleagues to submit articles, and support your regional community.
2. Verify article submissions prior to the editing process.
3. Stimulate articles
  - Suggestions/ideas
    - Ask a colleague to write an account of a special event in their area
    - Remind colleagues to seek testimonials from keen parents
    - Seek out stories of particular interest about teaching in unusual circumstances
    - Consider interviewing another teacher
    - Feature a program, or a teacher/student who has achieved something notable (to do with music) or a famous artist in your midst
4. Reach out to members that you know who aren't as connected to our community, both within your provincial or territorial region, and throughout Canada.