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NEWSLETTER TITLE

Text Boxes : All Article Titles Should Be The Same Font and Size As Each Other

*With the Author’s name and Title either beneath the Article’s Title or at the end of the article – But all author information should be the same font and size as each other as well*

little help with editing his/her submission, but never add to or significantly take away from what any of your authors has to say – that is you co-writing an article. Edit what is necessary and *make suggestions* as you see fit, but unless *specifically* discussed with the original author, only minor grammatical and punctual changes should be made in order to maintain the integrity of the author’s words and point-of-view. ∎

 **I**t’s a good idea to start your Newsletter off with a note from your CNSA chapter president. This doesn’t need to be a long article; usually just a brief paragraph or two of encouragement about school starting, becoming actively involved in CNSA, or a few words of school pride –Whatever your fearless leader wants to give to their fellow nursing students to inspire them to keep on keepin’ on.
 Sometimes your president will need a

Starting Off: A Message From Your Chapter President

*By: President’s Name, School Abbreviation CNSA Chapter President*

***IN THIS ISSUE:***This is Where You Put Your Article Titles Followed by The Page Number(s), So Your Readers Can See Each Newsletter At a Glance:

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 **Volume #
Issue #
Month(s) and Year**

 **A**ll articles should have the same font and size as each other as well. You will notice that all of these Article Titles are “Times New Roman” font, size 14. All Author information is “Calibri” font, size 9. All Articles are “Times New Roman” font, size 10. Keep in mind that whatever font you choose, be sure it is easily readable in whatever media Newsletter you decide to use – be it electronic or paper. Make sure the color contrast is appropriate so articles are easy to

**Please see TEXT BOX on Page 2**

read, and that the line spacing is equal throughout the Newsletter. This Newsletter’s line spacing is 1.15 for each Article.

 Consistency and readability are key. If your Newsletter changes fonts and sizes, people lose track of what they are reading. If the color background and text are too similar, readers can’t see words. Contemporary and

**You can alter the Text Direction by Inserting a “Text Box” and adjusting the “Text Direction” to “Rotate all text 270°”**

 **A**lthough we have covered some colors and formatting up to this point, there are some other tips that can help you put together your newsletter. When starting with an open Word Document, to add the “decorative” header (and/or footer if you want), go to “Insert,” “Shape,” pick whichever shape you like, and adjust the shape and placement on your page. You can adjust the filling color and outline color, add gradients, and place

Colors and Formatting

*Some Tips and How-To’s*

erent Charity Walks your Chapter participates in.

 Have a section for Upcoming Events, so students can look at what’s ahead.

 Include an interview with a Chapter or State Board Member, your school’s Department Chair or Dean.

 Have a section on what students can do to reduce stress – Maybe even ask other departments on campus if they would like to contribute (psychology, nutrition, etc).

 The possibilities are endless! ∎

 As far as choosing topics to write about, think of what you want your Newsletter to be – Do you want it to be formal? Fun? Informative? Inspiring? There are so many things you can choose from!

 Ask a nursing student to write a paragraph on his/her interpretation of the CNSA Convention. Have another student write about how he/she saved someone’s life outside of school. Ask a Board Member to write a blurb about the diff-

*“…Think of what you want your Newsletter t be… There are so many things you can choose from!”*

topic in a less intimidating way by asking if he/she can write one or two paragraphs about a given topic. You will be more likely to receive article submissions that way.

 **T**he most Frequen-tly Asked Question as far as Newsletters are concerned is, “What am I going to write about?” That is a legitimate question… But remember that you are not going to write the entire Newsletter by yourself; you will have help.

When starting your Chapter, it’s a good idea to create a position on the Board of Directors for someone to be in charge of your Newsletter – Either a Communications Director, or a Publications Director – Whatever you want to call it. This person should be responsible for having a theme for each Newsletter, and contacting students in your nursing program to write articles for your Newsletter. This Board Member should also be responsible for editing and publishing each Newsletter.

When asking people to write articles for your Newsletter, approach the

Article Ideas

*It isn’t as difficult as you might think to get people to write articles*

**TEXT BOX
From Page** 1

modern themes are great, but you also want to make sure people are reading the articles you and your authors took so much time in putting together.

 For articles to look consistent and sleek, insert a “Text Box,” and copy and paste or type your articles into these boxes. Insert “Text Box” and adjust your font, color, and size. Edit your Text Box’s “Shape Fill” to “No Fill” and your “Shape Outline to “No Outline.”

These text boxes provide you with flexibility and easy format changes.

Since we are already discussing the topic of consistency, it is a good idea to have a clear indicator of when each article is finished by inserting a Symbol (“Insert, “Symbol” – There are many to choose from, but whichever you decide, be sure each article ends with the same one). This is especially important for articles that are continued onto more than one page, like this one. A consistent Symbol along with an inserted line (which you can find under “Insert,” “Shapes,” “Line”) will clearly mark when one article finishes and another begins. ∎

text boxes inside.

 Don’t be afraid to try to catch your reader’s eye by adding clip art, photos submitted by the author of an article or of a specific event, and quotes to draw people’s attention to specific articles/interviews. Try different colors, but be sure the text is still visible through the background color/picture.