



# AOA Communications contributor guidelines

---

Australian Orthopaedic Association

October 2019

## Background

AOA has a responsibility to ensure that content published in AOA communications is accurate, is the author's own intellectual property (IP), and adheres to all relevant legislation.

This document is designed to outline the content provider's responsibilities and provide guidance on supplying contributions to AOA communications. This includes contributions to the AOA eNewsletter, Bulletin, annual report, website, social media platforms and electronic direct mails.

All content contributors to AOA communications are required to adhere to this guideline as AOA communications are viewed as an official voice of AOA. Under the responsibility of the AOA CEO, the AOA Communications Team is appointed to review all content and ensure compliance.

## Contributor agreement

In providing content for AOA publications, you assert that:

- You have all necessary rights to provide the material for publication
- The content, and its provision to AOA for publication in the manner intended, does not violate any relevant legislation, codes of conduct or AOA policies. AOA emphasises the importance of respecting copyright, trademarks, trade practices law, and professional rules regarding advertising and marketing
- You grant AOA a non-exclusive right to retain and publish the material provided in the manner intended at no cost
- The content provided is free of commercial content and self-promotion
- You have informed the AOA Communications Team of any way in which the material you have provided might have an influence, or appear to have an influence, on the readers' perception of a product or service in which you or someone you know has a financial interest
- You understand that all content submitted to AOA for publication is subject to copyediting for clarity, grammar and alignment with AOA style, that the AOA Communications Team will at their discretion consult with you regarding substantial edits to content, but that minor final edits may be implemented without notice
- All persons clearly visible in any provided images would not object to the image's publication in the manner intended
- Images provided were not taken in contravention of any applicable policies or regulations, such as those often imposed by hospitals and other healthcare settings
- You understand that, while AOA does not claim exclusive rights to the provided content, potential future publishers of the material should be informed of prior publication by AOA.

## Images

- Images should be provided at high resolution where possible. For print, anything less than 300dpi in resolution will look pixelated. As a general guide, try to provide images of at least 1MB, or at the highest resolution you can access.



- Please be aware that images are likely to be cropped and resized as necessary to suit the space and position available.
- Where image sizes are such that emailing them is impractical, AOA recommends the use of an online file-sharing system such as DropBox.
- Images that contain graphic or otherwise inappropriate content may be cropped or omitted at AOA's discretion.
- As mentioned above, you should be confident that anyone clearly visible in provided images would be happy to have the image published in the manner intended.

## References

- AOA does not produce any academic publications. However, some copy can be of an academic nature. As such, sources should be referenced in the Harvard in-text style (eg (Jones, 2002)), with details listed at the end of the content.

## AOA policies

All content must be compliant with AOA policies. Those of particular note for content development are as follows:

- [Ethical Framework](#)

Applicable member policies:

- [Code of Conduct](#)
- [eNewsletter Publishing Policy](#)
- [Social Media Policy for Members](#)
- [Privacy Policy](#)

## Contact

Any content submissions or queries on this guideline should be directed to AOA Communications Manager Arne Hogan at [arne.hogan@aoa.org.au](mailto:arne.hogan@aoa.org.au) or to AOA Head Office at 02 8071 8000.