



## EDITORIAL GUIDELINES

We welcome submissions from our community for the '140 stories' project. Our editorial guidelines are in place to help you when drafting and submitting your piece.

1. In submitting your story, you agree:
  - a. To donate this content permanently to the Ormond College Archives to be stored by the College in perpetuity.
  - b. That you have the legal right to share this content.
2. All material submitted for publication is subject to review and editing by the editorial team. The editorial team may contact contributors to clarify parts of their submission if necessary.
3. There are countless stories to tell about Ormond College, and our objective is to publish content which covers a range of topics, and which reflects the College's values of community, heritage, integrity, learning, diversity and respect.
4. The editorial team will make the final decision on whether content is appropriate for publication on the Ormond 140 website and College channels.
5. Contributors can request that their story be shared with the College, but not published.
6. The editorial team will endeavour to publish content within a fortnight of receipt.