

Submission guidelines

Submission deadline for the next edition is April 30, 2008.

Your article must be about NPF employees and activities on bases or at CFPSA with an angle on:

Achievements, failures and lessons learned
Best practices
Current events and new initiatives

Mostly the article must be noteworthy and provide insight to your fellow NPF employees. Recommended length is between 25 and 200 words, and photos with full captions are appreciated.

- Send your article to your division's Apropos representative in the body of an e-mail or as a word attachment
- Indicate who wrote the article, name, rank, job title, e-mail and phone number
- Where an article cannot be fully produced locally, submit the information in point form and we will write the story for you
- Stories can be forwarded in either official language as we will translate them
- Include a 300DPI digital photo* in JPEG format with a caption indicating full name, rank and job title of the people in the photo. Also indicate who took the photo.

*If you don't have a digital photo, we will scan your photo and return it

We encourage all NPF employees to send us articles and photos. It's simple; just send an email to the person responsible of Apropos in your division:

CANEX: Isobel Hughes – hughes.isobel@cfpsa.com

PSP: Linda Beaudry – beaudry.linda@cfpsa.com

SISIP FS: Joyce Sharp - joyce.sharp@sisip.com

HR Division: Marie-Claire Ouellette – ouellette.marieclaire@cfpsa.com

Finance Division: Carol Parnell – parnell.carol@cfpsa.com

Apropos Assistant-editor can be reached at:

Tel: 613-996-2062

Fax: 613-996-8402

deslauriers.jaelle@cfpsa.com

Apropos Editor-in-chief can be reached at:
Tel: 613-996-6393
Fax: 613-996-8402
trepanier.renee@cfpsa.com