



January, 2016

THE UWI QUALITY CIRCLE
Vol. 18 Newsletter Guidelines for Articles
Theme: Maintaining Accreditation

Dear Contributor,

Thank you for agreeing to contribute to the next *UWI Quality Circle* Newsletter (QC Vol. 18) - your support is greatly appreciated. Please find hereunder for your reference guidelines for preparing your article.

The QC Newsletter is a mechanism to disseminate information, pique interest, stimulate discussion on all matters concerning quality and quality assurance across the University and its wider community..

Edition Focus: Maintaining Accreditation - Institutional and Programme

Length: Approximately 350-400 words. Articles may be edited for length and style.

Style: Creativity is encouraged in terms of getting the message across (e.g., bullet points, diagrams, URL referencing). The author is responsible for checking the accuracy of all facts, statements, quotations, and references in the submission. Given the brevity of newsletter articles, contributors should avoid excessive wordiness and avoid endnotes. The audience for the newsletter is wide ranging and is, in the main, none quality assurance specialists. To that end, the language should refrain from excessive use of jargon.

Format: All contributions must be submitted in digital format, preferably as an e-mail Word document attachment. Please **do not** submit as a pdf file.

Contributor Profile: Please provide preferred profile (e.g., name, title, position/designation, institution, Campus, Department, Institute, School, Centre, Unit or Site) and contact details.



THE UNIVERSITY OF THE WEST INDIES

Background information: Please provide a brief biographical profile (e.g., name, title, position/designation, institution, Campus, Department, Institute, School, Centre, Unit or Site and contact details) with a recent digital clear colour head and shoulders portrait photograph image (at least 300 dpi resolution). The preferred formats are: TIF or EPS. Size should be approx. 5" x 7" but no smaller than 3" x 3". Do not crop the photo; please leave sufficient background image. The size of most photos/graphics may be reduced or enlarged during production. Please avoid submitting passport photos or website downloads.

Copy timeline: QC Vol 18 contribution preferred submission timeline is 14th March, 2016.

Email address: Contributions should be emailed to quality.circle@dec.uwi.edu

Thank you for your contributions!

Quality Assurance Unit
The University of the West Indies