



Guidelines for writing a News item for the Network News Section on the ALF website

The Network News items can only be uploaded by the Heads of ALF National Networks. You need to contact the coordinator of your Network and ask them to upload the news item for you.

You can find the needed contacts on this link:

<https://www.annalindhfoundation.org/networks>

To be publishable, a Network News Item must comply include the following:

- A short, catchy and informative title with max. 12 words
- A relevant, attractive image (related to the subject) for recommended resolutions/pixels, please visit: <https://www.digitalmarketingcommunity.com/guides/social-media-image-sizes/>
- A link to more information (also as a hyperlink) is compulsory, while to provide a file or a PDF for further reference is optional
- A proposed description text in max. 200 words in English, Arabic or French, including the following information:
 - Who is organising /implementing / inviting, etc.
 - What they are organising / implementing / inviting to
 - When and Where it takes place (date, time, online, offline, hybrid, place's name, etc.)
 - Why they are organising / implementing / inviting, etc. (why the readers should take part in / be interested in it)
 - How the reader can take part or benefit from it (when relevant)
- The text proposal should have (at least) one of the following aims:
 - Encourage participation to upcoming events
 - Increase awareness of certain calls and opportunities
 - Inform about achievements relevant to the Network
 - Engage new members/grassroot organisations of the national network
- Some examples of news texts fitting the guidelines:
 - <https://www.annalindhfoundation.org/network-news/facilitation-training-blended>
 - <https://www.annalindhfoundation.org/network-news/intercultural-morning-coffee-actions-speak-louder-words-15-september>
 - <https://www.annalindhfoundation.org/network-news/brain-drain-albanias-challenges-and-measures-be-taken-public-institutions-prevent>