



Association for Play Therapy, Maryland/DC Branch Newsletter Contributor Guidelines

Thank you for contributing to our quarterly newsletter. Newsletters will be released on or about February 15th, May 15th, August 15th, and November 15th. Please refer to the following guidelines when preparing your document(s).

All Guidelines

- All documents must be submitted in a word document format – no PDF documents.
- Your document(s) is/are due **the last day of the previous month** (e.g., for the February 15th newsletter, documents must be submitted by January 31st).
- Email your document(s) to mddca4ptnewsletter@gmail.com

Articles and Reviews

- 500 word limit for the content of the article (note: references and bio not included in word count)
- You may submit an image for your article. It is imperative that you own the rights of the picture or you obtain and document necessary permissions to utilize the image.
- Cite any references (if applicable) in APA format
- Include a short bio and a high resolution photo

Membership Spotlight

- 500 word limit
- Some examples of information to include in your write up:
 - Education and training
 - Where do you presently work and what services do you provide?
 - What connected you to the play therapy field?
- Include a high resolution photo

Ads

- Advertisements for jobs, workshops, rentals, etc. will be charged \$25 for a half page.
- Payment for the advertisements are accepted by PayPal or check and must be received by the above due date. PayPal invoice available upon request with 3% online payment fee. Please mail your check to:

MD/DC APT
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Baltimore, MD 21210