

## **Submission guideline**

Welcome all alumni to contribute to our Alumni's Happy Sharing Corner and Alumni's Voice on the website, please email your articles to <a href="mailto:programme@hkage.org.hk">programme@hkage.org.hk</a> in either Chinese or English.

Please read the below guideline before your submission:

- 1. Please specify 'Submission to Happy Sharing Corner' OR 'Submission to Alumni's voice' in the email subject.
  - For 'Happy Sharing Corner'-Feel free to share your happiness, further study, employment, marriage, new parenthood, winning of awards, new publications, and appearance in public performances.
  - For Alumni's voice- Feel free to share your feelings and thoughts about the HKAGE.
- The number of words of each submission ideally would be 600 to 800 words in Chinese, or 400 to 600 in English. The documents file should be attached to the email and saved as docx.
- 3. For photos or pictures, please provide two to three high-resolution photos and attached in the email, at roughly at around 1MB for each photo. Lively and vivid photos are highly appreciated.
- 4. Please provide your HKAGE alumni number, name, email, and day time telephone number.
- 5. The e-newsletter will be published in February and August on the HKAGE website, and the submission deadlines for each issue will be 31 January and 31 July respectively. Manuscripts received after the submission deadlines will be published in the next e-newsletter.
- 6. Please do not use photos that may infringe any image rights or copyright issues.
- 7. The Hong Kong Academy for Gifted Education reserves the right to publish, reprint, delete, modify, exhibit, or use the submitted manuscripts for publicity purposes at any time without prior notice.