Creating a newsletter

You can create your own newsletter in a Word document, and we can send it as a PDF or put this into a bulletin style (like our CIfA ebulletin).

Examples of types of newsletters can be found on Scottish and Buildings group (amongst others), who use a Word into PDF format
[Buildings Archaeology Group](#)
[Scottish Group](#)

We are also happy to circulate calls for articles for your newsletters.

If you would prefer to keep to short, sharp updates that is fine too, just make sure you send across a regular update of two sentences or a couple of bullet points to us at groups@archaeologists.net.

Top tips

- When choosing your articles, select a wide range of topics or one specific topic for each newsletter.

- Try to keep it to 3 or 4 articles and then include other snippets of information about events/group activities/other useful info. A long newsletter is never read.

- If you include images please ensure they have copyright permissions, appropriate captions and save these as a lower resolution (if they are particularly large and high resolution this can affect the ability to upload it to your webpage).

- If you prefer a PDF format, please send us the Word version and we can save this across. Staff can also run a quick check for any minor errors like spelling or grammar that might have been missed in editing.

- Please us CIfA house style (see the [Groups Toolkit](#)). Staff will also do a quick check for this.

You could share useful tips of your own with other newsletter editors on the Knowledge-Hub and maybe run a collaborative issue if it crosses areas of interest and locations.