

Appendix E: Writing Snips and Snaps Article Application Form



**Operating Room Nurses
Alberta Association**

Snips & Snaps Article Writing Cover Letter, Checklist and Award Information

Criteria Information

- One article per person per funding request. No joint submissions will be permitted.
- District executive members are exempt from writing an article for Snips & Snaps when applying for funding, but are encouraged to do so
- **Cover letter** should include: DATE, NAME, TELEPHONE, EMAIL, PLACE OF WORK or **this document may be used**
- Review/summary articles must include: SPEAKER/ORIGINAL AUTHOR, TITLE OF PRESENTATION ATTENDED
- Article should contain good sentence structure, proper grammar, punctuation, spelling, and overall composition should have an introduction, body, and conclusion
- Articles are submitted to the district treasurer preferably in an electronic format (alternatively, a hard copy can be submitted) who review the article to ensure that it meets the above criteria prior to forwarding it to the PROVINCIAL EDUCATION DIRECTOR
- Award Criteria:
 - The Author(s) must have been an active member of ORNAC for a minimum of one (1) year
 - ONLY original articles are considered
 - Conference, workshop/seminar summaries are NOT eligible for Snips & Snaps original writing awards
 - References must be listed

AWARD INFORMATION:

- These awards are to recognize contributions of original scholarly papers (researched/referenced) to Snips & Snaps
- 1st place = \$500, Up to 5 additional papers awarded \$250 each, 1 special article award (poem, personal reflection) = \$250
- Authors are encouraged to submit to the ORNAC journal for consideration of publication and national writing awards

Personal Information

Full Name: _____
Last First

Home Phone: _____ **Alternate Phone:** _____

Email: _____

Work Location: _____ **Work Email:** _____

Member Last Year			Article Type	
Please Circle	Yes	No	Please Circle:	Original Summary

If the submission is a Summary Article: **Original Author:** _____

Title of Presentation Attended: _____

For Office Use

Article/Presentation Received (Date): _____

Introduction, Body, Conclusion
 Good Sentence Structure, Grammar, Punctuation, Spelling
 References

Monies Given (Amount/Cheque #): _____

Award Judging Process:

1. Judging of articles will be in accordance of the ORNAC Judging Criteria and shall be the responsibility of the ORNAA Education Director with assistance of designated committee members
2. Any of the above stated members would be exempt from judging if they submitted article(s) for consideration
3. The ORNAA Education Director will present awards at the ORNAA general meeting
4. The ORNAA executive/board reserves the right to disclose the names of the recipients and to publish the names in Snips & Snaps