



**Publication Committee  
E-Newsletter Article Submission Form**

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**Part II Article Information**

Title :	_____
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**Part III Checklist (Please delete as appropriate.)**

1. Is this article typed in .doc or .docx document format?	Yes / No
2. If there is any image, is it submit with JPEG file format?	Yes / No
3. Is this original piece without infringement of copyright?	Yes / No
4. Is this article compile to "Article Submission Guideline for E-Newsletter" requirements?	Yes / No
5. Does the author have fully understood the content of the "Article Submission Guideline for E-Newsletter"?	Yes / No

# Please provides file size not smaller than 1MB in JPEG format.

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**Note:**

1. Fill in this form and submit with the article via email to admin@mediationcentre.org.hk.
2. Not all submitted articles will be accepted, the Publication Committee will not provide explanation to the applicant, and they reserve the final decision right.
3. The Committee should strictly compile with the Personal Data (Privacy) Ordinance (the Ordinance) and the relevant provisions of the data protection principles. The Committee should take appropriate steps to protect personal information from loss, unauthorized access, use, modify or disclosure.
4. The Committee should use the collected personal information within the scope of the Committee's work such as articles assessment.
5. All provided personal information may be disclosed to the following parties and use by them:  
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6. The Committee should retain personal information for not more than 24 months.
7. If you wish to make amendments to the personal data reported, please contact the administrator in charge (Tel: 2866-1880 Email:admin@mediationcentre.org.hk)
8. The Committee in dealing with request for access to or data correction would require verifying the identity of the requestors, this is to ensure that he/she is legally entitled for the request. The Committee may charge a fee according to the request.
9. Please note that the author may provide their personal information to the Committee voluntarily. If it is not provided, the Committee may not able to deal with their application.
10. The Committee requires the author has clearly understood and agreed to comply with "Article Submission Guidelines for E-newsletter"(ECG 001).

Declaration:

I fully understand all of the above and confirm all submitted information is all true and correct.

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