

# Naphill & Walter's Ash Gazette

## Guidelines for Articles

Articles should be no longer than 500 words (space is limited in the Gazette. Longer articles can be in the Gazette as a short article and the full length version can be on the website)

Articles should be submitted in an unformatted form with the exception of paragraphs. The editor will format the article to fit the space available in the Gazette. Please remember if you submit your article on A4 format the Gazette column is much narrower and the layout will be different.

**Pictures / Artwork in articles.** Please do not include images or artwork in your text but send them separately (see section below).

Articles should be in document format (.doc or similar) NOT .pdf

The editor reserves the right to return articles that do not conform to these guidelines but will do everything possible to assist should you have a problem.

Send articles and photographs in the same email to Sonia Goby (Editor) at [editor@naphillandwaltersash.org.uk](mailto:editor@naphillandwaltersash.org.uk). Please do not resize your image (especially do not use the 'send for email' option available in some photo editing software), we will take care of that for you.

## Photographs to go with Articles

Photographs should be relevant to the article

Photographs submitted with articles should not be included in the article but sent as a separate attachment.

See separate '[Photographers Guidelines](#)' 'Technical' for more details

All photograph files should be renamed in the following format (this is to help us credit the photographer and find images quickly)

Your name\_Subject/Location\_your original file number

e.g. Peter Davis\_Promrose\_img2356

## Disclaimer

Although the editor has made every effort to ensure that the information in this magazine was correct at press time, the editor does not assume and hereby disclaims any liability to any party for any loss, damage, or disruption caused by errors or omissions, regardless of the cause. Any opinions expressed in articles herein do not express the personal opinion of the editor.

## Copyright

As the photographer, you will always retain copyright of your photographs.

By submitting your photographs to the Gazette you are granting the Editor permission to reproduce your photograph as a cover picture for the Gazette at no cost to the Editor or the Gazette.

Your photographs may require cropping and adjusting to fit the format of the Gazette and the requirements of the printer of the Gazette.

By submitting your photographs to the Gazette you are granting the Editor permission to make these modifications to your photographs.

### **Further Help**

If you need any further information please contact Sonia Goby (Editor) by email at [editor@naphillandwaltersash.org.uk](mailto:editor@naphillandwaltersash.org.uk).