



Submission Policy The Stradbroke Monthly 2016

INTRODUCTION

The Stradbroke Monthly is a monthly publication that is produced by an Editorial Team of (currently) three residents of the village of Stradbroke.

By agreement with the Editorial Team, this publication is printed and sent out free of charge to every house within the parish of Stradbroke. The printing is managed on behalf of the Magazine by Stradbroke Parish Council, and is financed by the proceeds of the advertising revenue which is collected by Stradbroke Parish Council, for the purposes of paying for the printing of the paper copies. Please see Appendix I for the Advertising Guidelines for submitting adverts.

The Stradbroke Monthly is governed by the Stradbroke Monthly Governance Board.

SUBMISSION GUIDELINES

DEADLINES

Deadlines for submission to the magazine are published in the previous monthly magazine, and are available by emailing editors@stradbrokemonthly.co.uk and requesting them.

All submissions should be sent to the editors **strictly** by the deadline.

Submissions should be made by emailing editors@stradbrokemonthly.co.uk

Handwritten articles are discouraged (due to the potential for mistakes/misunderstandings) but if necessary can be left at Stradbroke Library before the deadline for collection by the Editorial Team.

Any articles received after the deadline will only be included if

- a) there is space and
- b) the publication has not yet been proof read.

Once the magazine has been reviewed and proof read there will be no additions.

SHARING

The magazine will be published on the website that is at www.stradbrokemonthly.co.uk each month. Other websites are welcome to use the embed code or direct link to share it, but should credit **“The Stradbroke Monthly”** and **“www.stradbrokemonthly.co.uk”** when doing so (this is known as a *licence*). It is not permissible to take the published work of the editorial team and 'pass it off' without attribution.

CONTENT

Articles should be no more than 400 words, unless prior arrangement has been made with the editorial team.

The editorial team reserve the right to edit content for clarity and length.

All articles must have an article author at the end of each article. Without this, content will not be published. In the same way, totally anonymous submissions will not be published. If you wish us to publish an article, but wish to withhold your name in the publication, please email us to explain why, and we will endeavour to find a way forward.

The Editorial Team welcome content that is relevant to residents of Stradbroke. This can include information from other villages advertising their local events and news. Where possible the editors will always give precedence to Stradbroke based events.

Relevant content includes but is not limited to, event listings, organisational and group reports, information sharing about community services, community news and opinion pieces. Opinion pieces will be limited to the 'Letters to the Editor' section, and a small number of articles (not exceeding 2 pages in any magazine) of a 'blog' nature about local democracy/village community action.

The content of the front page of the magazine is solely the decision of the Editorial Team. No correspondence will be entered into.

SPONSORED CONTENT

The inside front cover will be a sponsored page starting in the November 2016 edition. This means any individual or organisation may request the page for their article or advertisement. The cost of 'sponsoring' the page will be £25 - this guarantees the whole of the inside front cover page and gives contributors the opportunity to include their own graphics and pictures, laid out to their own design. It will be possible to request the page some time in advance, but to give fair access the page can not be blocked booked by the same individual or organisation/company for more than two consecutive months. The page will be available on a 'first come, first served' basis, but can be booked ahead of time, with payment securing your space in the magazine.

ACCEPTABLE CONTENT

The editorial team aim to publish all content that is submitted to them before the deadline. There are a very rare and small number of instances when the editorial team will not print content submitted. They are:

- A) if, in the opinion of the editorial team, the content of an article is potentially libellous;
- B) if, in the opinion of the editorial team, the content of the article is clearly factually inaccurate;
- C) if, in the opinion of the editorial team, the content of the article is vexatious in nature.
- D) if, in the opinion of the editorial team, the content could give rise to claims of plagiarism.

In ALL the above situations the editorial team will contact the submitter and encourage them to resubmit their article so it falls within with the guidelines. The editorial team will support the submitter by giving further opportunities to resubmit up to the deadline, however, the editorial team are not in a position to rewrite articles. The responsibility to produce acceptable content remains with the submitter.

The editorial team love the magazine, and love this village.

They will not take sides and will always endeavour to present a wide range of events, interests, views and opinions to the readers.

The Stradbroke Monthly magazine should be trusted to be impartial and open.

The editors always aim to be fair and impartial, and respectfully recognise that in almost every case submitters are fair too!

Thank you for reading our guidelines, and we look forward to receiving your articles!

The Editorial Team
The Stradbroke Monthly.

August 2016

APPENDIX I

ADVERTS

Advertising Submission Guidelines 2016

Advertisements are taken for a full year – 01 April to 31 March.

Charges are dependent on the location of the advertiser as follows:

Stradbroke based: quarter page £50 pa
 eighth page £35 pa

Non Stradbroke based: eighth page £45 pa

Sponsored Inside Front Cover Page - £25 per edition

Flyers and Inserts are not accepted.

If the advertising space is full, new advertisers are placed on a waiting list. Adverts are then placed in the magazine when a space is available and an invoice is then generated. Payment for adverts listed part way through the year is on a pro rata basis. Invoices are, thereafter, sent annually for payment in advance. If the space is no longer required please inform the Monthly as soon as possible.

The production of the Stradbroke Monthly is dependent on prompt payment; your cooperation is greatly appreciated. Payments outside of the invoice payment period may incur a £10 admin fee.

Please direct all advertising enquiries to editors@stradbrokemonthly.co.uk