

## **Bathford Bulletin Contributor's Text and Photo/Image Guidelines**

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It would be really helpful in the desktop publishing process, if you could follow the following guidelines when submitting text.

### **1. Including dates and times:**

**Dates:** 1 January 2021, 14 February 2020

Number, Month, Year – do not use <sup>th rd</sup> or <sup>st</sup>

**Times:** Use the **24-hour clock** for times. E.g. 09:00 11:45 14:30

**Numbers:** Anything from one to ten should be spelled out, 11 and beyond can be digits

**2. Quotes:** Actual quotes from people should use double quote marks (“”) rather than single (‘’) and be italicised

**3. & Ampersands:** Don't use in written word

**4. Do not double space after a full stop**

**5. Specific use of capital letters:** Parish Hall, St. Swithun's, Bathford Village Shop & Café, Bathford School

**6. Phone numbers and websites** should be in bold.

### **7. Word Count**

The *maximum* word count for a full page:

1 page solid text – 500 words

1 page with approx ¼ page photo/graphics – 375 words

½ page solid text – 250 words

½ page with approx ¼ page photo/graphics – 125 words.

If you want to include logos/spaced text etc, you should reduce the word count accordingly.

### **8. Photos/Images**

Please submit photos/images as .jpeg or .png files.

Photos should be high resolution, 300 dpi (dots-per-inch) or higher. When taking photos, make sure that your camera is set to take large format photos. Please do not copy images from websites for print – the resolution is usually too low.

Please do not submit images in a word document. Send them as **separate attachments**.

Note on copywrite: Please be certain that you have permission to use a photo. Please be aware of copyright laws to any image you use from the web.

Credit the source of the photo – e.g. the name of the photographer.

**Thank you.**

The Bathford Bulletin Editorial Team