

SOMERSHAM 4 U
COMMUNITY NEWSLETTER

GUIDANCE ON SUBMISSION OF MATERIAL FOR PUBLICATION

Email address – somersham4u.newsletter@btconnect.com

Wherever possible, items should be sent by email to the email address shown above. If you do not have access to email, please contact Somersham Parish Council for advice.

Please bear in mind the following points:-

- Wherever possible, items for Somersham4u should be prepared in Microsoft ‘Publisher’ or ‘Word’ format, attached to an email to facilitate composition into the draft newsletter.
- Please do not put Tables in your documents as they may need to be reformatted causing extra work or difficulties.
- Please do not send articles for publication as a PDF document.
- Contributors should include their name, address, email address and telephone number with material submitted. Anonymous material or letters will not be published.
- Items submitted after the relevant deadline (as detailed on the website and in each issue of Somersham4u), will usually be held over for inclusion in the following issue, unless the passage of time or events makes them irrelevant.
- Articles which are considered by the Editorial Team to be over long may need to be edited for publication, particularly if a large volume of other items have been submitted for the same issue. Font sizes may need to be adjusted to ensure submissions can fit the page space available. In all cases the Team will try their best to ensure the original submission is replicated.
 - Where it is necessary to edit an item the contributor will be informed. Where an excess of material is submitted, priority is given to items of local, village interest.
 - The decision of the Editorial Team must be final.
- Business or commercial advertisements are not considered appropriate for Somersham4u.
- Colour photographs may not be capable of publication due to the printing process of Somersham 4u and may result in a poor quality reproduction. Contributors should therefore ensure that the text of the accompanying item fully reflects the event being reported.
- Where such photographs feature children, it is necessary for written parental approval prior to publication of the photograph to be submitted with the item in relation to each child featured.
- Where photographs are submitted they should be reduced in size prior to transmission so that they fit on a normal computer screen without overlapping the viewable area.
- Organisations’ logos can cause difficulty, and where they do, it may be necessary to reduce them in size or remove them completely from the printed version of Somersham4u. Again, the decision of the Editorial Team will be final.

Ends.