

Bathford Bulletin Contributor's Text and Photo/Image Guidelines

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

- 1. Submit text in Calibri 10pt**
- 2. Please give your article a title**
- 3. Please submit *original* articles, not ones you have syndicated with other publications**
- 4. Dates and times:**

Dates: 1 January 2021, 14 February 2020
Number, Month, Year – do not use ^{th rd} or st

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
- 5. Quotes:** Actual quotes from people should use double quote marks (“”) rather than single (‘) and be italicised
- 6. & Ampersands:** Don't use in written word
- 7. Do not double space after a full stop**
- 8. Specific use of capital letters:** Parish **H**all, **S**t. Swithun's, the **C**hurch, **B**athford **V**illage **S**hop & **C**afé, **B**athford **S**chool, the **P**arish, the **P**arish **C**ouncil.
- 9. Phone numbers and websites** should be in bold.

10. Word Count

The *maximum* word count for a full page:

1 page with approx ¼ page photo/images (inc. tables, logos, lists, etc.) – 375 words

½ page solid text – 250 words

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

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 embed images in a document or email; send them as **attachments**.

Note on copyright: 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