



Guidelines for Contributors

What contributions are welcome?

All contributions are welcome – both factual and opinion – however we reserve the right to choose which articles to publish and to edit contributions before publication. Particularly welcome are articles about recent or upcoming events, especially those accompanied with photographs!

What is the deadline for submissions?

The deadline for contributions for the Hub is one month before they will be delivered. We would prefer to accept contributions right up until delivery, but unfortunately we have to leave time for editing and printing, and delivery to the Royal Mail depot.

**The deadline for contributions for the Summer 2007 edition is 1st June.
Delivery is scheduled for early July**

How long can I make my submission?

As a guideline, please consider that we do not expect to publish many contributions longer than half a page long (about 400 words) in the paper version. Longer articles than this may be published on the website, and we may shorten a long article to fit the available space. Due to the tight schedule we cannot provide proof copies of edited articles to the original author before publication.

If you wish to submit a long article, please make clear which parts of it you feel are most important to include.

What is the preferred format for submissions?

The preferred format for submissions is via email. Failing this, another electronic source (CD, memory stick, floppy disk etc) would be useful, as physical media (printed, typed or hand-written) must be typed up, which uses time that could be spent elsewhere and introduces possible error.

What file formats do you accept for?

If you are sending a contribution by email, please keep the file size below 5MB. We can handle most text and graphics formats, but the preferred format is plain text and JPEG for images. Print requires much higher resolution than screen display; if we require a higher resolution image than you include with your original submission we will contact you to arrange it.

A brief note about style

The Hub is a community newsletter, not a newspaper or journal. We are aiming for a less formal style than you would get in such publications.

Having said that, please ensure that what you have written makes sense! We have a wide readership, so ensure that what you are saying will be understood by as many people as possible.

Please write your articles in the first person when appropriate. If you have done something, then use "I" or "we". For example:

"The head of marketing is James Random" – bad

"I am James Random, head of marketing" – good

Please supply your name and position within your organisation (if relevant) with each article – we aim to attribute 100% of our articles. It give contributors their due and lets readers know where the information is coming from.

Please also supply contact details (email, phone and post) and indicate whether you want us to publish them.

If possible, please supply a photo of yourself. We would like to include a small photo with articles to let our readers see the contributors!