**Guidelines for editorial copy to Network**

*Network’s policy is non-political, non-sectarian, but predominantly Harrietsham****.***

**Deadlines**
In general, the deadline is the 2nd Friday of the month preceding publication (2nd Friday of June for the July magazine, etc) but there are occasional exceptions when we have to bring the deadline **forward** by a week, so do check! If you know you’re going to miss the deadline by a day or two (no more), let me know in advance and if I can I’ll save a space. Also, if you accidentally miss it by a day or two by all means ask if I can squeeze it in, and if I can I will – but I don’t make any promises!

**Headings**
It’s more helpful to me if your email is titled (as an example) ‘Dog Show’ than ‘Network article’ (I get a lot of those!). If, having sent your copy to me, you decide you want to amend it, it’s helpful if you send the entire amended article, titled (as an example) ‘Dog Show – please use this version’, then I can delete the other one and be sure of using the correct one.

**Things to include in your article**
If you are publicising an event, please include ***Day, Date, Time, Venue*** – including the correct ***postcode*** if possible, since so many people use Satnavs these days – and clear details of how tickets may be obtained – not just a name, but a telephone number and, if appropriate, an email address.

If it’s an information article and you refer people to a ***website***, please give the details (not just ‘further information may be obtained from the website’).

If your organisation has a ***logo***, why not include it? (Please note, I can’t always use colour, though I will if possible).

***Photographs*** are welcome (the note about colour above applies); I need evidence of the permission of the person who took the photograph and if there are children in it their parent’s/guardian’s permission.

Finally, please include ***your name and contact details*** – I need those before I can include anything. I prefer to show the sender’s name but can just show ‘Sender’s name and address supplied’ if need be.

**If you want more information**
I’m always happy to talk through individual queries with you – please contact me by phone on 01622 851701 or by email at harrietsham.fish@tesco.net