

## GUIDELINES FOR CONTRIBUTORS

We are now getting many regular contributions and advertisements and usually fill 28 pages. Many thanks to all our regular supporters. We hope to encourage more of our readers to contribute items in the future.

The Bulletin is delivered free to all homes in the village, every month except January when there isn't an edition.

These guidelines are for anyone who wants to send in an item. Following these will help our Editorial Team with the task of putting The Bulletin together.

### What can be included

The main purpose of The Bulletin is sharing information about activities in Hutton Cranswick: leisure, churches, clubs and institutions, the Parish Council, stories of village life and so on. We have also included children's stories, poems, recipes, reports of events and computer games reviews.

The Bulletin also provides an opportunity for local businesses to advertise. Residents can place adverts of small items for sale, lost/found etc, free of charge.

### Style of contributions

- Simple is best – complicated styles and elaborate fonts are less easily converted.
- Articles should be no more than one A4 page but can be much less.
- When wordprocessing text only a single space between words and sentences is needed.
- Clip art and photographs add interest and variety but don't always reproduce well. Make sure any pictures used are not copyrighted (subject to copyright). If what is sent in will not format well, we will try to find a suitable alternative.
- If you would like us to add clip art to your contribution, please request this when you submit it.
- Avoid a lot of BLOCK CAPITALS.
- The Editorial Team reserves the right to edit grammatical inaccuracies and articles which are offensive or strongly biased.

### How to submit articles

- Contributors using a computer are asked to send material which is mainly text in a format that can be edited: Microsoft Word or PDF. JPEGs and similar formats are fine for graphics but difficult if they need any amendments or corrections.
- Please email all files to: **hutton.cranswick.bulletin.2020@gmail.com** (not to individual members of the editorial team). If you are unsure about any aspect of formatting, please contact the editorial team via this email address.
- Handwritten work is also acceptable: please contact the person compiling Dates for Your Diary to make arrangements for delivery or collection of your item. Contact details are given on The Bulletin information page (usually page 4).
- Information sent on behalf of particular organisation is occasionally submitted by more than one person. Groups should nominate one person to coordinate their contributions.

**Thank you for taking the time to read this – The Bulletin team look forward to hearing from you.**