

Fosse Trinity News – Contributors' Notes

The FTN is delighted to receive contributions for the monthly edition *in any format whatsoever* so, if digital is not your thing, you are welcome to ignore the next bit and, please, just keep your articles coming.

The following notes are designed to help both the editors and contributors – knowing the preferred font and style for the magazine means that contributors can properly judge the length of their published article and include illustrations in the best format for ensuring high quality; it will make it much quicker for editors to go through articles if they are sent as attachments and not all labelled 'FTN September 15'.

- The FTN is published 10 times a year with the July/August and December/January editions being amalgamated. It is currently edited in Microsoft Word.
- The deadline for copy is the 15th of the month before publication and it is really helpful to receive articles/emails with an easily identifiable title e.g.: 'Ditcheat Dancing August 15'.
- Each page is A5 which, minus margins and pagination, gives a printable area of 122mm x 188mm and approximately 500 words per page. A template for a double page spread is attached and is also available on the website.
- The articles use 10pt Tahoma for the main copy. Headings are 12pt Tahoma, bold and centred.
- Copy is justified (left and right), single-spaced between lines, with a line between paragraphs rather than an indentation.
- Photographs/illustrations should, for preference, be sent as jpegs, though pdf format is also acceptable.
- None of the style rules applies to free ads (for community events etc) – use the page template attached (also available on the website) and do your thing.
- Published magazines can be seen online at www.fossetrinitynews.co.uk

Thanks for wading through that and happy writing. If you have any queries just get in touch and, while the above notes are meant to save time, please do remember it is far more important that anyone who wants to put forward an article – style is definitely secondary.

Kindest regards and thanks for your contributions.

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