

FACTion

Guidelines for Contributors

Focus:

The focus of the Magazine is to provide articles that are relevant and informative to the members of the FACT and to inform others of the work of FACT.

Publication

We print approximately 150 copies of the magazines twice a year, plus an electronic copy on the FACTUK website.

General

Articles usually cover one or two pages, and on occasions 4 pages, with up to 500 words per page depending upon the size and number of images used. Please give a title to your work and, if desired, a subtitle. Include your name as you wish it to be printed; please see 'Other Considerations' below.

Graphics

If possible, please send supply photographs connected to your article. We may also use photographs from other sources. Several pictures are always helpful when planning the layout. If you want an image to appear in a particular place in your article, please indicate that in the text. If you provide captions for the pictures, we will use them.

Please note that images taken from a web page are unsuitable for publication.

Please make sure that you either own the copyright or have permission to use all images submitted; see 'Copyright' below.

Design

We will design the page layout for the magazine, but if you have a suggested design for the page layout, please submit it electronically or as a hard copy. We are able to deal with most electronic files. Once we have designed the page, we will send you a first draft for approval, which will give you an opportunity to make changes and corrections. We only go to print when you are happy with the design.

Editing

The Magazine has editorial control over any article selected for publication. Whilst we make every effort to retain the original wording, we will occasionally edit articles for both content and length. This is at the sole discretion of the editorial board and should not be taken personally or interpreted as a negative reflection upon the author; it is a reality of publishing. If major alterations are necessary, the author will be consulted.

Submissions

We would prefer articles to be written in Microsoft Word and sent to us as an email attachment. The software we use in designing the magazine requires images to be entered separately from the text. Therefore, even if you have placed images in your text, please submit all images separately and preferably in their original size, either as a separate JPG or TIFF file. Scanned images should be scanned at 300 dpi or greater. We are happy to accept hard copies; please indicate if you wish them to be returned.

All submissions will be acknowledged, therefore if you do not receive an acknowledgement, please contact us as your submission may have gone astray.

Copyright

Authors are responsible for obtaining permission to reproduce copyright material which they use in their articles and all such material, e.g. photographs and quotes, should be properly acknowledged in the article.

By submitting your article to the magazine, you have assigned the copyright to the Magazine. Permission for third parties to reproduce material from the Magazine in other publications will only be given with the consent of the author concerned.

Other Considerations

If you do identify yourself but change your mind after the article is published, we will try to edit the electronic copy or remove any information that identifies you. Unfortunately, our experience is that despite doing this, search engines can continue to link your name with the article and its subject matter.

FACT cannot be held responsible for any harm that results from publishing your contribution.

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