

# Bulletin submission guidelines



Bulletin is produced quarterly by War Memorials Trust (WMT) and is available free of charge. It aims to keep the Trust's members informed of the charity's recent activities as well as provide them with information regarding war memorial issues. The Bulletin is distributed to members, supporters, donors as well as individuals and organisations who contact the charity for conservation advice.

## 1. Submission criteria

**Language:** The working language is English. Use only UK spelling (not American).

**Format:**

*Digital submissions:* Articles should only be sent as Word documents. Please avoid other formats, 'Read Only' attribute or compression formats like .zip as we may not be able to access your content.

*Hard copy submissions:* Articles longer than 500 words cannot be submitted in hard copy. Hard copy articles should be typed clearly on A4 paper and be double spaced. A standard font such as Arial and font size 12 is suggested. Italics or elaborate fonts should be avoided.

**Word limit:** Please check the table below in preparing your article. Word limits include any bibliographic references or notes.

Double page - four images	Up to 1200 words
Full page - one image	Up to 700 words
Full page - two images	Up to 650 words
Full page - three images	Up to 600 words
Half page - one image	Up to 550 words
2/3 page - no images	Up to 300 words
2/3 page - one image	Up to 470 words
2/3 page - two images	Up to 420 words
1/3 page - no images	Up to 370 words
1/3 page - one image	Up to 210 words
1/6 page - no images	Up to 160 words

All full page articles must be accompanied by at least one image.

Double page articles are included occasionally but require 4 accompanying images. Please contact the Trust in advance if you are considering preparing a double page spread to discuss if inclusion is possible.

**Images:** Up to 4 images may be submitted with an article, the Editor will make the final decision over those used. Images can be black and white or colour but must be good quality.

*Digital images:* Submit as a .jpg file. Any image should be a separate file either sent as an attachment or saved on a disk. Please do not embed or insert an image in a Word or other document as these cannot be used. Digital images should ideally be 300dpi resolution but no bigger than 3MB each.

*Hard copy images:* Please clearly mark the back of these indicating what they show and who has the copyright. These will not be returned unless specifically requested.

The author of an article has responsibility for checking and identifying copyright for all images submitted before sending them to WMT. Any image received will be automatically considered publishable. Unless otherwise indicated, copyright will be credited to the author(s) of the article.

**Copyright:** The authors will retain all the copyrights of their articles after publication.

## 2. How the Trust assesses articles submitted

All articles submitted are reviewed by the Editor and assessed against the criteria for inclusion as well as for originality and quality.

War Memorials Trust publishes material related to

- Trust activities and events
- Trust grants and casework
- RV, member and supporter activities and experiences
- Articles from contributors dealing with relevant issues including, but not exclusive to, repair and conservation projects, relocation, historical stories of interest, sculptors or artists, thematic approaches and local approaches and stories.

War Memorials Trust does not normally include information on war memorials overseas, graves, new war memorials or projects not specifically related to war memorials. This is because these are not covered within the Trust's remit and including such information can cause confusion about the work of the charity.

Following review, the Editor may take the following decisions:

- Accept the submission;
- Accept the submission subject to minor corrections to be carried out by the Editor;
- Consider the submission suitable for publication but in need of changes/developments/improvements and discuss this, and a timeframe for revisions, with the author
- Reject the submission based on the criteria for inclusion or a lack of available space.

Whilst every effort will be made to publish all accepted articles, publication cannot be guaranteed. The decision to include an article is made by the Editor whose decision on content is final. The Trust will endeavour to advise the author if it is rejected.

### **3. Submission address**

Articles, images and any other related correspondence should be sent for the attention of the Bulletin Editor.

*Electronic submissions:* email **info@warmemorials.org** or post on a CD-ROM or DVD to the address below

*Hard copy submissions:* post to WMT, 42a Buckingham Palace Road, London SW1W 0RE