

Wargrave News

Guidance for Contributors and Advertisers

The *Wargrave News* is managed by a team of volunteers in their spare time. In order to help with the smooth running of this publication, please adhere to the guidelines below if you wish to contribute with editorial or place an advertisement.

COPY DATES

The *Wargrave News* is published monthly ten times a year. There are no editions in January and August. The deadline for copy is normally 6.00pm on the Friday preceding the first Monday of the month. There are occasionally exceptions and we advise you to check actual deadlines at www.wargravenews.co.uk

SENDING ARTICLES

Articles should be sent by means of an email attachment to editor@wargravenews.co.uk

Alternatively, articles may be left at Victoria News on Victoria Road, Wargrave, by the same deadline. The editors regret that they are unable to include letters or articles received after the copy deadline and reserve the right to alter or not include articles they judge to be inappropriate or not of sufficient local interest. Please include a contact name and telephone number with all articles. As the editors are volunteers, there may be a delay before you receive a response to any queries.

STYLE

Articles of 300 to 350 words or fewer (approximately one column) are more likely to be published than longer pieces. High resolution photographs that accompany articles are very welcome. Please supply photos in JPEG format saved at 300dpi. All photos are printed grayscale. It is helpful if copy is submitted by email to editor@wargravenews.co.uk in the form of a Word document attachment without formatting, as this makes it easier for us to import to our desktop publishing software.

Dates – please include the day of the week in all dates, eg 'Monday 2 July'

Phone numbers – 940 0000 format

Numbers – numbers one to ten are written in words, with those above ten in number format

Times – 10.00am, 3.00pm, 12 noon.

DIARY

To add an event to the diary, please email editor@wargravenews.co.uk with event title, venue, date and time.

NOTICEBOARD

The Wargrave Noticeboard (inside back cover) is reserved for local non-business adverts. Notices reproduced in our standard format carry no charge. For more details or to place an advertisement in this section, please contact Sue Ferguson on 940 3032 or advertising@wargravenews.co.uk

ADVERTISING

Local business advertising is available both in the publication and online. Images must be in black or grayscale for the paper. Please submit the artwork as a PDF or JPEG, with a minimum resolution of 300dpi. More details can be found at www.wargravenews.co.uk/businesses/terms.html For more details, please contact Sue Ferguson on 940 3032 or email advertising@wargravenews.co.uk

LOOSE INSERTS

We are pleased to include loose flyers or leaflets with the *Wargrave News*. The cost is £120 per single sheet insertion. Please contact Sue Ferguson on 940 3032 or email advertising@wargravenews.co.uk for more information and/or to make the necessary arrangements.

DELIVERY

The *Wargrave News* is normally delivered from the Saturday 15 days after the copy date. It is delivered free of charge to over 2,000 homes and outlets within the Wargrave Parish.

ADVERTORIALS AND WARGRAVE INBUSINESS



The *Wargrave News* features *Wargrave InBusiness*, a page dedicated to news about local firms. If you own a local business with a story of interest, whether relating to expansion, recruitment, awards, new products, services, offers or relocating to the area, please send details by email to editor@wargravenews.co.uk Articles which, in the view of the editorial team, are primarily of an advertising nature and do not fit the criteria for the *InBusiness* page will be accepted at the editors' sole discretion.

WEBSITE

Wargrave News Online

Wargrave News Online is located at www.wargravenews.co.uk. If you have any enquiries regarding the website, please email editor@wargravenews.co.uk

New Free Adverts in the Wargrave News



If you have any items you would like to offer others free of charge an advert can be placed for one month for no charge.

Everything posted must be free, legal and appropriate for all ages. When you want to offer something - whether it's a table, an exercise bicycle, flower pots or toys, send an email to editor@wargravenews.co.uk with details. Please include the words **Free Ad** in the title of your e-mail. Adverts will be included at the Editors' discretion.

