

YOUR CHAMBER, YOUR VOICE MAGAZINE

GUIDE FOR SUBMITTING ARTICLES

Our guidelines are here to assist you to ensure that articles submitted have the best chance of publication in the magazine.

- Articles received should reflect something newsworthy and should not be an advert for your business. Examples may include receiving an award, an anniversary, welcoming new staff, forming a new partnership or any other success story.
- Images **must be** high resolution (**300dpi**), they **must be relevant** to the article and you do have the **option of including a caption**. If your image is not acceptable in size, resolution or content, **we reserve the right to not include it with your editorial**.
- All articles must have a headline and can include your website address at the end of the article.

- All articles to be submitted within a Word document and not in the body of the email. Please use Arial or Calibri as the chosen font.
- Word Count – no more than 450
- Press releases submitted may be edited if they are longer than the word count
- Submissions must be clear to read and be written in the third person
- We welcome regular contributors focusing on a topical business theme. Examples may include HR, Business, Commercial Property, Accountancy or Law
- Due to the volume of press releases received, **no guarantee of inclusion in the printed magazine can be made**
- **The editor's decision is final**

EDITORIAL and ADVERTISING DEADLINES

If you would like to submit an editorial, please **email us** at: magazine@shropshire-chamber.co.uk



	COPY DEADLINE DATES	PUBLICATION DATES
Spring	Friday March 1	Monday March 25
Summer	Friday May 31	Friday June 28
Autumn	Friday August 30	Monday September 30
Winter	Friday November 8	Monday December 16

YOUR CHAMBER, YOUR VOICE MAGAZINE

Your **Chamber**, Your **Voice** is our quarterly members publication which is circulated to all Chamber members and the wider business community. Published 4 times a year and distributed to key locations within Shropshire.

LEAFLET INSERTS

Our Leaflet Insert Service enables you to have your own printed leaflets distributed inside the **Your Chamber, Your Voice Magazine**.

This is the perfect platform to get information about your products and services directly to our members.

We require 800 leaflets¹ for insertion and prices start from 25p per insert².

We allow a maximum of 6 leaflet inserts per edition. If you would like to book a leaflet insert, please **email us** at: magazine@shropshire-chamber.co.uk

DEADLINE DATES

PUBLICATION DATES

Spring

Tuesday March 12

Monday March 25

Summer

Tuesday June 11

Friday June 28

Autumn

Tuesday September 10

Monday September 30

Winter

Tuesday November 26

Monday December 16

¹ Subject to change ² Price dependent on gsm



Your **Chamber**,
Your **Voice**
is **your**
member
magazine

