

The Malmesbury Jackdaw – Information for Contributors

We're keen to receive articles, photographs, cartoons and quizzes for inclusion in *The Malmesbury Jackdaw*, so thank you for your interest.

As you might expect, we have to follow rules and regulations when publishing the magazine and we've put together a few guidelines to help you with your contribution. We look forward to hearing from you.

Deadlines for Submitting Your Article or Photograph

- The Malmesbury Jackdaw will be published on a quarterly basis, on or around,
 - 1st February
 - 1st May
 - 1st August
 - 1st November
- Contributions for each issue must be received at least 4 weeks before publication, unless otherwise agreed by the editor

Submitting Articles and Other Contributions

- All submissions must be by email and will be acknowledged by a return email from the editor
- We prefer submissions to be in the form of a Microsoft Word document, but PDF files can also be accepted
- Please include your name. We can't accept anonymous submissions
- If you're using a pseudonym (pen name) please make this clear and provide us with your real name. We won't publish your real name, but will keep it in our records under the terms of our Privacy Policy
- Submissions must comply with all current legislation including that relating to copyright, defamation and plagiarism. This means that all submissions must be the work and property of the contributor.
- Submission of an article to the editor will be deemed to be consent to publish
- Photographs must be accompanied by written confirmation that the contributor owns them. Photographs not owned by the contributor must be accompanied by written proof that they are in the public domain or the appropriate consent/licence to publish has been acquired. Details of who the photo should be accredited to must be supplied to the editor
- If you're submitting material for inclusion in the magazine on behalf of an organization, business or any other body please provide written consent to publish from that organization, business or other body
- We can't accept submissions from a third-party individual i.e., someone other than the author, without the written prior agreement of the author
- If you're under 18 please provide the written authority of an appropriate adult, e.g. a parent, guardian or teacher, with your submission
- Submission of an article doesn't guarantee its inclusion
- No payment will be made by the magazine to any contributor for a submission or its associated costs

Submissions Content and Style

- All content must be relevant to Malmesbury and its residents, organizations and businesses
- Submissions should be concise. Please contact the editor by email prior to submission if your article exceeds 500 words
- Submissions should be written in plain English
- Submissions should be properly punctuated and spaced. Slabs of text should be avoided
- We encourage the use of photographs and tables to support articles, but it is not guaranteed that these will be included
- Hyperlinks to websites or other external sources should be avoided
- The editor may offer any individual, business or organization featured in a published article the right to respond in the same issue
- Submissions containing advertising, whether overt or not, or references to forthcoming events will not be accepted without the express prior agreement of the editor
- The editor reserves the right to edit submissions for any issue of the magazine. Minor edits, e.g. grammatical, will not be referred back to the author. More substantial edits will be referred back to the author prior to publication

Enquiries and submissions

Please email editortmj3@gmail.com