

# The Malmesbury Jackdaw – Editorial Policy

## Policy Statement

Our objective is to provide a quarterly magazine that informs and amuses its readership with Malmesbury-related content. We aim to promote what is good about Malmesbury and highlight matters for improvement. We also want to encourage humour and creativity and so will publish both factual and fictional content.

We will seek relevant, high quality contributions from a wide cross section of Malmesbury society, subject to our guidelines below.

The magazine will be delivered, as far as possible, to all homes in Malmesbury and will be supported by a website which will contain a copy of each issue.

We intend to generate sufficient income from advertising and donations for the magazine to be published free of charge to its readership. Any excess revenue generated will be used to enhance future issues.

## Publication and Contributions

The editor will be pleased to accept submissions for inclusion in The Malmesbury Jackdaw (the magazine) from the public, businesses and organizations on the following terms:

### Publication

- The Malmesbury Jackdaw will be published on a quarterly basis, on or around,
  - 1<sup>st</sup> February
  - 1<sup>st</sup> May
  - 1<sup>st</sup> August
  - 1<sup>st</sup> November
- Contributions for each issue must be received at least 5 weeks before publication, unless specifically agreed by the editor
- The magazine editorial team\* will agree all content for each issue prior to going to print

### Submitting Articles and Other Contributions

- All submissions must be by email and will be acknowledged by a return email from the editor
- Submissions received in formats other than those prescribed by the Web Design/Publishing Manager will not be accepted
- All submissions must be accompanied by the name of the contributor, along with confirmation of whether or not they wish to be identified in the magazine. Anonymous submissions will not be accepted.
- If a contributor wishes us to publish their submission under a pseudonym (pen name) they must make this clear, but must still provide us with their real name and a legitimate email address, both of which will be retained in our records under the terms of our Privacy Policy.
- All articles and other contributions, e.g. crosswords, cartoons and quizzes, submitted for publication must be the property of the contributor. Photographs must be owned by the contributor or be accompanied by evidence that they are in the public domain or the

appropriate licence has been acquired. Submission for publication will be deemed to be consent to publish

- Individuals submitting material for inclusion in the magazine on behalf of an organization, business or any other body will be deemed to have the authorization of that organization, business or other body to make the submission
- Submissions will not be accepted from a third party, i.e. someone other than the author, without the express prior agreement of the editor
- Submissions from minors will only be accepted with the written authority of an appropriate adult, e.g. a parent, guardian or teacher.
- Submission of an article does not 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 and clear. Any article submitted which exceeds 500 words will not be accepted without the express prior agreement of the editor
- Submissions should be written in plain English
- Submissions should be properly punctuated and spaced. Slabs of text should be avoided
- Submissions may be supported by photographs and tables, but it is not guaranteed that these will be included
- Hyperlinks to websites or other external sources should be avoided
- The editor will offer any individual, business or organization featured in a published article the right to respond in the same issue
- Submissions must comply with all current laws including those relating to copyright, defamation and plagiarism
- 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 for approval prior to publication

### **Contact and submissions**

Please email your submission or enquiry to [editortmj3@gmail.com](mailto:editortmj3@gmail.com)

\*Editorial team comprises the Editor, Finance Manager, Web Design/Publishing Manager