

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 make sure we can publish your contribution. We hope they don't put you off and 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 5 weeks before publication, unless specifically 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 along with confirmation that it's OK for us to print it in the magazine. 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
- All submissions must be the property of the contributor. Submission for publication will be deemed to be consent to publish. Photographs not owned by the contributor must be accompanied by proof that they are in the public domain or the appropriate consent has been acquired
- 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
- We can't accept submissions from a third party, 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 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. 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
- 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 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 prior to publication

Enquiries and submissions

Please email editortmj3@gmail.com