

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 DEADLINES

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



COPY DEADLINE DATES

- Friday January 14
- Friday March 18
- Friday May 13
- Friday July 15
- Friday September 16
- Friday November 11

PUBLICATION DATES

- Friday February 11
- Friday April 15
- Friday June 10
- Friday August 12
- Friday October 14
- Friday December 9

YOUR CHAMBER, YOUR VOICE MAGAZINE

Your **Chamber, Your Voice** is our bi-monthly members publication which is circulated to all Chamber members and the wider business community.

Published **6 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 750 leaflets¹ for insertion and prices start from 20p 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

- Monday **January 31**
- Monday **April 4**
- Monday **May 30**
- Monday **August 1**
- Monday **October 3**
- Monday **November 28**

MAILING DATES

- Friday **February 11**
- Friday **April 15**
- Friday **June 10**
- Friday **August 12**
- Friday **October 14**
- Friday **December 9**

¹ Subject to change ² Price dependent on gsm



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

