

## Outlook Magazine - Submission Guidelines

### **Copy**

Please submit your article in single line spacing saved as a Word Document or an earlier version of Word. There is no need to format your article or design the page in any way, as formatting must be stripped out before copy is laid out.

If you prefer to use hand writing or typescript, please use double line spacing and include a phone number where we can contact you in case there are any questions.

### **Photographs**

Photographs should be high resolution and saved as .jpeg files. It is not necessary to crop them or to convert them to greyscale – colour images are preferred and, with your permission, we may occasionally be able to use them in other publications.

If you want to submit several photographs, it may be better to bring them to the Parish Office for uploading to the computer there.

If you have an old photograph that you would like to use, it can be scanned at the Parish Office. For technical and for copyright reasons, we cannot normally reproduce photographs from books, magazines, postcards, etc.

### **Graphics, drawings and cartoons**

If you have the equipment, please scan these and save as a .jpeg file before submitting them. Alternatively, please bring or send them to the Parish Office where they will be scanned for you.

### **Return of material**

When submitting anything in hard copy – handwritten material, personal photographs, drawings, etc – please tell us if you would like your material returned and provide a stamped, self-addressed envelope or arrange a date to collect it from the Parish Office.

### **Where to send your material**

By email to: [smartinsruislip@btconnect.com](mailto:smartinsruislip@btconnect.com)

By hand or by post to:  
Outlook Editor  
St Martin's Parish Office  
Eastcote Road  
Ruislip  
HA4 8DG