

Village Voice Contributor Guidelines

The following fairly simple guidelines will make the job of laying out and publishing *Village Voice* just that bit more straight forward – so thank you if you are able to “conform”!!!

The most fundamental one is to type your contribution in **Calibri** at 10 pt font size – in fact just as most of this page is!

If you want to emphasise a point please try to just use the **bold feature** or maybe even a slightly **larger sized font as well**. But please avoid using all upper case as THIS DOES NOT LOOK GOOD and is in fact more difficult to read (after all how many road signs do you see ALL IN UPPER CASE?!!!). Also, don't over do the highlights as it can be a bit *distracting* and *the real emphasis can be lost!!!!* – just try reading this paragraph quickly!!!!

Please don't attempt to layout in “columns” as ‘MSPublisher’ as the programme that we use does that automatically and undoing a layout feature that you have built into your work can be a bit tricky! Also just use single spacing, as indeed these guidelines do.

Keep everything “aligned left”. Our final layout is usually a mixture of this, “justified” and *italics* but this is something we do right at the end and is largely a visual thing depending on how articles best fit and look next to each other.

Please feel free to give us a headline – otherwise we will try to use our own editorial creativity!!

And **please** send a photo or illustration.

When giving your item a file name please use your organisations name or the title of the article e.g. “Sunshine Club March” or VillageStoreArticle” – please avoid “Village Voice March” as we could end up with several files with the same or similar names and not know what they are!

Finally, please run a spell check as this will make our final proof reading that bit easier.

So in summary:

1. Calibri in 10 pt font size
2. single spacing
3. **bold** to highlight and avoid CAPS
4. full page layout, no columns
5. aligned left
6. headlines optional
7. individualised file name
8. run spell check
9. and include a picture if possible

Article size guidelines:

Full page: allowing for Headline and illustration/s – approx.: 875 words

Single column (1/3 page): allowing for headline and illustration/s – 250 words

Double column (2/3 page) allowing for headline and illustration/s – 530 words

Half page: allowing for headline and illustration/s - 340

Many thanks,

Helen, Rachael and Chris

January 2020