

# Contributing to Guild News

## Submitting an article

- The **only email address** that will guarantee your contributions reach the editor is [guildnews@gaugeoguild.com](mailto:guildnews@gaugeoguild.com).
- Receipt of emails to this address will normally receive an automatic acknowledgment. If you do not receive this within a day or two, first check that you have sent your message to the correct email address, and that the acknowledgment is not in your spam or junk folder. Then if necessary contact the editor on [nickatgog@gmail.com](mailto:nickatgog@gmail.com). Do not use this address for regular submissions to Guild News.
- If sending more than one submission (e.g. a group report and a What's On notice), include them as separate email attachments or use separate emails.

## Text

- Contributions should not normally exceed 250 words. If you think you need more space, consult the editor in advance.
- Contributions are preferred in electronic form, but legible handwriting is acceptable. Electronic submission should be as Word documents or plain text. Text included in the body of an email is acceptable providing it is obvious where the text for publication begins and ends.
- PDF documents are not acceptable.
- Do not use any complex formatting, it will be stripped out.
- Do not embed photographs and illustrations in the text.

## Photographs and illustrations

- Submit each as a separate file, not embedded in text or in the body of an email.
- Use the highest resolution possible. If you are not sure what the resolution is, check the file size. If it is less than about 500kb, it may not be satisfactory.
- Use JPEG, JPG, PNG, TIF, or similar formats.
- Pay attention to the composition and focusing when taking photographs. Fundamental problems like this cannot be fixed electronically. Poor quality is the most common reason why we may reject photographs.

## Privacy

We publish photographs of members submitted with local group reports. We assume that if the photograph originates from the group it will have been discussed by the group and all those who appear in the photograph consent to be included. We do not require any documentation in support of this.

However, if a photograph includes an identifiable person under the age of 18, it must be accompanied by a letter from a parent/care-giver giving permission for the photograph to be reproduced. Unless such a letter is received by the editor before the copy date the photograph will not be published.

## **Classified ads**

- Accepted at the discretion and approval of the editor, subject to space being available.
- Only O gauge or 7mm scale model railway items or ancillary equipment.
- Not to exceed 50 words in length, plus name, telephone number and/or email address as contact details.
- If you have many items for sale, the advertisement may summarise them and offer a detailed list by email or on receipt of a stamped and self-addressed envelope, provided that a copy of the list accompanies the text of the advertisement to the editor.
- All items for sale must be priced. Advertisements seeking offers will not be accepted.
- No advertisements accepted from traders in the course of their business, dealers or persons reasonably believed to be dealing in O gauge model railways or other railway items, either as a business or a hobby. Any such person may be challenged by the editor to prove their good faith. Any dispute will be referred to the Management Committee of the Guild for a final judgement.
- All advertisements must comply with the requirements of the Trade Descriptions Act regarding misrepresentation of goods offered for sale, and with the Business Advertisements (Disclosure) Order 1977 regarding the misleading of a potential customer into the belief that the goods are being sold by a private individual when they are in fact being sold in the course of a business.
- The Guild accepts no responsibility for items sold before publication. It expects members to be honest with one another and to expect the return of unsuitable goods.

## **What's On**

- Events listed must be devoted to O gauge or 7mm scale or contain a significant O gauge or 7mm scale element, or be of related interest. Items are accepted at the discretion and approval of the editor, subject to space being available.
- Announcements of meetings or events are printed in good faith from information provided by groups and clubs. The Guild cannot check details and accepts no responsibility for the accuracy or completeness of printed notices.
- When sending information for publication about an event or meeting, please provide a contact name and details.
- Events within a 3-4 month period following the date of publication are normally listed, but organisers may submit details of events and meetings up to a year in advance if preferred.