

LALG Newsletter – Guidelines for Contributors

The Basics

1. Please send your entry to newsletter@lalg.org.uk by the 10th day of the month before. **Earlier is very much appreciated.**
2. Put the name of the group or event in the subject line of your email.
3. Keep it simple and as brief as possible. The editor will edit your text to fit the space available. If you have any additional info, email it to website@lalg.org.uk for inclusion on your web page and in your newsletter entry say 'more info at www...'.
4. Don't use different fonts, layouts and formatting. The editor won't use them.

Layout of an entry

Most entries should be laid out as follows:

GROUP NAME

Day Date Month, time e.g. **Tuesday 15 September, 7.30pm – 9pm (not Tues or Sept)**

Short description of the activity – avoiding abbreviations

Group Contact: name phone number; email

If the group is full, please say so and the editor will add a **Full** sticker

The following example shows the preferred layout to be followed.

PATCHWORK GROUP

Thursday 6 September, 11am – 1pm

Premier Inn café, Station Road, Letchworth.

LALG members £2, non-members £3. Please bring your own materials.

No need to book. Just turn up.

New members welcome.

Group Contact: Zena Truscott 01462 627253;

xyz@example.com

Note

The font and line spacing will automatically be converted to the house style by the editor.

The longer lines will automatically be wrapped to fit the newsletter column.

Some extra detail

Put train/ coach times in 24-hour clock, e.g. **16.15** (no am or pm).

Put hyphens in compound words such as '4-mile', 'non-member' or 'non-LALG'

Don't use hyphens to break words across two lines

Use the ½ symbol instead of 0.5. If you don't know how, the editor will correct it.

Try and use the correct accents ... e.g. café or Béla Bartók

Use single quotes as 'here', unless it is what someone said: "like here".

Special entries

If you are sending something larger than usual, or more complex, please contact the editor by the first of the previous month at the very latest to discuss.

Prepare your special entry in Word, Publisher or a jpeg. PDF will reproduce with less clarity.

In Word -

Select Page Layout; Size; A5

Select Page Layout, Margins; Custom; choose a one-cm margin on all four sides

Select Home; Paragraph; Spacing Before; 5pt

Use a minimum of different fonts, sizes, styles, etc.