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## GUIDELINES FOR SUBMITTING NOTES TO THE DARLINGTON REVIEW

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Your group's subscription to the **Darlington Review** entitles you to submit notes to inform your members and the Darlington Community about past, ongoing and future activities, plus any other relevant issues. It will be either a *full page* or *half page* of notes. If you are unsure, please check with your committee/treasurer which subscription you have paid for.

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### GENERAL

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**PLEASE NOTE:** **Darlington Review** is compiled in *InDesign*, an Adobe desktop-publishing program. We format in two or three columns, with body text set in *Myriad Pro 10pt on 12pt leading* (line spacing).

***Copy deadline is 5pm on 20th of each month prior. There is no publication in January.***

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### TEXT

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Text can be supplied in almost any file format (in Word or via email are the most common). It will be formatted to conform to the rest of the **Darlington Review** so please just supply simple text with a minimum of formatting - no columns or section breaks.

**NOTE:** Please can you include the name of your organisation in the email subject line, so it is easy for us to search through emails.

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### PHOTOS

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#### **SEND AS SEPARATE FILES - DO NOT EMBED THEM IN THE WORD DOCUMENT**

We require good quality jpeg files (.jpg) or similar format. Please indicate CLEARLY in your text where you would like photos placed and we will try to accommodate your wishes where possible.

Additionally, please indicate photo and credit titles where required.

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### WORD COUNT GUIDELINES

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Half page: Without photos ~400 words. With photos ~350 words)

Full page: Without photos ~900 words. With photos ~450 words).

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