



CONTRIBUTOR GUIDELINES

PRESENTATION:

Your article should contain the following:

- Headline and author(s) name.
- The main text should be written in a clear, structured form and should be sub-divided by cross headings, if appropriate. Do not lay out your article with report-style numbered sections. These are not used in magazine publishing.
- Articles should be submitted in MS Word format via e-mail to editor@accesspoint.org.uk
- House style – all publishers reserve the right to sub-edit material submitted for publication to include the magazine's house style. If major alterations are necessary, (for example, to shorten substantially an over-long presentation), the author will be consulted.

GRAPHICS:

Electronic photography has evolved and not all digital cameras or SMART phones can produce a resolution suitable for publishing. Please follow the following points when submitting photos and other illustrations:

- Electronic photos/graphics should be in JPG, TIF or EPS format.
- The size MUST be at least 10cm × 10cm at 300 dots per inch (dpi) resolution and between 1500 x 2500 pixels.
- We are unable to reproduce any images embedded in MS Word, Excel or PowerPoint, so please do not send these documents.

CAPTIONS:

Informative captions should be provided for each image, and these should be listed at the end of the article. If necessary, you may wish to 'key' them into your text by making appropriate textural references (eg, figure 1, table 5, etc).

DEADLINE DATES:

Submitted articles are required by the editorial deadline date agreed by both parties. Articles received after this date may not appear.

PUBLICITY:

Articles published in AccessPoint are objective and informative; we cannot reproduce material used for promotional purposes only. Any such material will be removed from the article.

AUTHORS' OBLIGATIONS:

We understand that articles submitted to AccessPoint are on an exclusive basis, and something similar has not been offered and will not appear in another magazine. Similarly, if an article that has already appeared elsewhere, it is up to the discretion of the Editor whether it is published in AccessPoint.

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