

## HARWELL PARISH COUNCIL

### Newsletter contributions guidance

Harwell News welcomes contributions and advertisements from everyone in the parish and from businesses and organisations serving Harwell. News and reports from village organisations are particularly welcome; copy should be limited to 1 page except with prior permission from the Council. Extra items/pages may be permitted subject to agreed charges below, and treated as adverts. Contentious issues, full page business adverts or articles promoting personal causes should be avoided – the Editor reserves the right not to print items and to edit items submitted for publication. The views expressed in the Newsletter are not those of the Parish Council or Editor, and no liability can be accepted for any error or omissions although we will publish corrections.

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Distributed by a team of volunteers to all addresses in Harwell parishes and to adjoining addresses. Also available on the website [www.harwellparish.co.uk](http://www.harwellparish.co.uk) in the News section

#### Submissions

Harwell News is published every two months – December/January; February/March; April/May; June/July; August/September; October/November.

The newsletter will normally consist of 16 pages.

The deadline for copy is 12 noon on 15<sup>th</sup> of the month preceding publication.

Submissions should be copy ready, as an attached Word or pdf document and sent by email, if possible, to: [news@harwellparish.co.uk](mailto:news@harwellparish.co.uk) .

#### Advertising

50mm x 30 mm.....£12 plus VAT per issue.

Larger ads permitted at editor's discretion and charged pro rata (eg double size ad =double the cost)

Advertisements should be copy ready, preferably as a pdf or jpeg file.

Invoices are issued either for a full year in April or for ads received part way through a year, as soon as possible after publication.

Please send an email with your full address details indicating the number of issues of the newsletter you would like your advert to be in, along with your attached advert to [news@harwellparish.co.uk](mailto:news@harwellparish.co.uk)