

PYOR Newsletter Submission Guidelines – Issue 2

Format and Submission

Articles should be submitted electronically in MS Word format. Submissions should be emailed to Sereima Savu (sereimas@sprep.org) no later than close of business, 18 April. The PYOR programme staff are responsible for solicitation of articles and development of content for each edition of the newsletter.

Word Length

There is a maximum of 300 words per page – this is to be distributed among articles as directed by PYOR staff. This limit will be strictly enforced! Editorial staff reserves the right to edit for length any materials received that exceed the requested word count, including dropping lines/paragraphs from the end of the article if other solutions cannot be reached by the deadline.

Bylines and Contact Information

Please make sure to submit bylines and more information contact details exactly as you wish to have them listed. Both should include exact titles, and contact details should, at a minimum, include email and phone extensions.

Headlines

All articles must have accompanying headline text. All headlines and subheads should be clearly indicated as such in the text.

Photos/Illustrations

All photos and illustrations for inclusion must be provided to the PYOR staff no later than 18 April. These should be at a minimum resolution of 150 dpi and should be provided electronically in TIF, JPEG or EPS format. All credit and caption information should be noted in the forwarding attachment for the photo or illustration. It is essential that rights issues be resolved prior to submission. At least two relevant photos should accompany each article submitted.

Sponsor Participation

Please ensure that any information related to sponsorship acknowledgement (logos, etc.) are communicated by the 18 April deadline to allow review by the agency(ies) involved by the 9 May final deadline.

Standards

All submissions for inclusion in SPREP publications must meet certain standards of quality. Article submissions should be consistent with SPREP's communication guidelines or able to achieve compliance through editorial intervention. The editorial team maintains the right to refuse or request revisions to material submitted that is judged as falling below SPREP's minimum standard.

Final Deadline

All editorial content and design instruction will be frozen after 9 May. Materials will be sent to the designer for layout at this time and further changes cannot be accommodated. Please understand that there are no exceptions to this policy!

Editing

Final editing of all materials submitted will be undertaken by the EPO and/or AMPO as required. If time permits, any substantive changes will be sent back to authors for review or revision before the final deadline. All materials must be submitted through the EPO/AMPO to be considered for inclusion. Under no circumstances are materials to be presented directly to the designer.

Design

The design of the newsletter is relatively fixed based on the initial edition. Changes in colour, etc. to differentiate one issue from another are indicated, as are those necessitated by changes in content, but wholesale deviation from the initial design should not be made. Any requests for design changes must be communicated to the EPO no later than the final deadline of 9 May.

Publication

Issue number 2 of the newsletter will be published on 26 May. As in the past, it will be made available as high-resolution PDFs for printing and as low-res PDFs for emailing.