

# The Lasallian Magazine for GB & Malta

## Guidelines for Contributors

### Focus:

The main focus of the Magazine is the Lasallian Family, providing articles that are relevant and informative to them.

### General

**For main articles**, an ideal length is 300 to 1,000 words. Your title should be concise yet inviting, catchy and intriguing. If desired, a subtitle may be used. Include your name as you wish it to be printed.

**For news items**, an ideal length is between 50 and 200 words and these may appear as a distinct or a page entitled, Around the Network, with several other news items.

### Graphics

If possible please send at least three photographs connected to your article. We may also use photographs from other sources. For shorter news items one picture will be sufficient, but several pictures are always helpful when planning the layout. If you want an image to appear in a particular place in your article, please indicate in the text.

We cannot reproduce photographs or graphics embedded in Microsoft Word. Please note that images taken from a website are usually unsuitable for publication since their quality has been reduced to enable fast downloading. All images and graphics need to be submitted, preferably in their original size, either as a separate JPG or TIFF file, or as a hard copy. If you intend to scan your image then please scan them at 300 dpi or greater. Please make sure that you either own the copyright or have permission to use all images submitted; see 'Copyright' below. If you send us photographs, please indicate if you wish them to be returned.

**Captions:** Informative captions should be provided for each photograph or graphic.

### Editing

The Magazine has editorial control over any article selected for publication. Whilst we make every effort to retain the original wording, we will occasionally edit articles for both content and length. This is at the sole discretion of the editorial board and should not be taken personally or interpreted as a negative reflection upon the author; it is a reality of publishing. If major alterations are necessary, the author will be consulted.

### Submissions

We would prefer articles to be written in Microsoft Word and sent to us as an email attachment; images also to be sent as attachments by email. If you already have designed the page layout, please submit it separately as a pdf, or as a printed hard copy. All submissions will be acknowledged.

If you have any queries regarding submitting your article please contact Brother Michael, details below.

### Contact Details

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### Website

Once published, your article will also appear on the [delasalle.org.uk](http://delasalle.org.uk) website.

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