

Western Division Newsletter

Contribution guidelines

Information that is relevant to people living and working in the Western Division is welcomed. While most articles in the Western Division Newsletter relate to agriculture and the sustainable use of natural resources, a wide variety of topics of community interest will be accepted. Contributions from landholders are particularly welcomed.

Selection Criteria

Contributions are selected by the Editor based on the following criteria:

- relevance to readers
- timeliness of information
- quality
- space available in the newsletter

Quality Control

Your article may be edited to, for example, improve expression or to reduce its size so that it may be accommodated in the space available in the newsletter. Articles are laid out in the style used by the Western Division Newsletter.

Articles that are not suitable may be returned to authors with comments, for redrafting or because the article has been declined.

Articles should be:

- relevant to people in the Western Division
- easy to read
- apolitical, unbiased and not offensive.

Size

A typical article occupies a page and comprises text and photographs with captions, and may contain tables, diagrams and graphs. Many articles extend to 2 pages.

A one page article would comprise about 550 words and a photo sized during layout to 10.5 cm by 8 cm. A page of text without a photograph would comprise about 750 words.

Preparing your article

Preferably articles should be supplied as follows. However, if you are unable to do so please discuss your needs with the Editor Western Division Newsletter. Articles supplied as a pdf file are difficult to use and should be avoided if at all possible.

Text

Please supply text as a Word file in a single column without formatting in 10–12 point Times Roman or Arial font. Bold headings and subheadings. Include your name, position, organisation and contact details. Please do not embed images and graphs in the Word file. Keep tables simple. Include captions for photographs.

Images

Please supply digital images as jpg files that have a file size of at least 500 Kb and preferably about 1 Mb or more for good reproduction.

Please do not embed your images in the Word file.

Diagrams

May be embedded in the Word document or supplied as separate eps or tif files.

Graphs

Please supply as an Excel file. We do not require the data – only the graph. Please do not embed your graph in the Word file.