

Charfield Association Newsletter

Editorial Guidelines

1. Introduction

These guidelines are not exhaustive and are subject to the Charfield Association committee's decisions. The guidelines are made available to the readership and contributors via the community website www.charfield.org/

These guidelines should be read in conjunction with the Charfield Association constitution. Also available on the www.charfield.org website.

https://charfield.org/chadra/documents/Constitution_July_17.pdf

It should be noted that the newsletter is colloquially known as CHADRA.

2. Newsletter Purpose

- a) Payment of the annual subscription (£2.00 per annum from Jan 2018) provides 4 issues of the newsletter.
- b) The newsletter is a quarterly publication and one of the methods of communication to villagers on events and organisations in the village.
- c) The newsletter committee invites village based organisations, clubs, groups, and societies to submit articles, to inform readership and to reach the wider community.
- d) The newsletter committee also welcomes articles from other sources which are of interest to the village community.

3. Editorial Guidelines

a) *Who can contribute*

- i. Any village organisation.
- ii. Any villager.
- iii. Any outside body with an article which is of interest to the readership.

Articles will include the name of the author at the end of the article, unless the author requests anonymity and the Editor accepts the given reason for such anonymity.

b) *Article Length*

Ideally articles should be either approximately 500 or 1000 words; this enables articles to fit to half or full pages.

No guarantees can be given that an article will be published in its entirety as submitted. The Editor has the absolute right to edit for whatever reason and is not obliged to refer back to the author. Reasons for editing include grammar, repetition, spelling errors, space issues, content issues.

c) *Desired Content*

In general terms –

- i. An interesting balance to appeal to all sections of the village's demographic.
- ii. Reports from village organisations, clubs, Parish Council, schools, etc.
- iii. Articles of general interest to readership.
- iv. Light entertainment (e.g. "Marilyn's Bit").
- v. Achievements/aspirations of villagers.
- vi. Content should be relevant to the quarter it is published in, allowing for some overlap between seasons.
- vii. Follow up to articles in previous (recent) issues.

viii. Advertisement of fundraising events which directly benefit the village.

d) What will not be included

- i. Repetitive content, whether from one issue to the next or multiple articles in the same issue that overlap.
- ii. Articles which consist of lists of dates.
- iii. Political articles, party political articles, religious articles of a proselytising or sermonising nature.
- iv. Advertorials.

4. Editorial Decision

Stage 1	Editorial guidelines
Stage 2	Editor's judgement
Stage 3	Referral to the Chairperson
Stage 4	Referral to the committee

5. Advertisers

Preference will be given to village based businesses, groups and organisations.
Advertising space will be limited to preserve the balance of content. Ideally no more than 8 pages of advertisements.
A waiting list will be maintained for those wishing to advertise.

6. Contacts.

Editor. Editor.chadra@gmail.com
Advertising. Advertising.chadra@gmail.com