

## CONTENT SUBMISSION GUIDELINES

### DEADLINE

The deadline for submissions is the first day of the calendar month preceding the relevant issue month, i.e., to have an article published in the December issue it should be submitted to us by November 1. While we are usually able to publish articles in the upcoming issue of the magazine, from time to time we may need to publish articles in a subsequent edition owing to space restrictions. The Editorial Board reserves the right to limit and/or edit content.

### LENGTH

To use the space in the magazine most effectively, wherever possible please keep articles to a maximum of two or three full pages.

**As a guide, the word counts (not including space for images) are:**

Full page	900 words
2/3 page	575 words
1/2 page	350 words
1/4 page	125 words

### IMAGES

#### Photos

**For best results, photos need to be high resolution (at least 300 dpi). As a rule, images downloaded from the internet are low resolution and are not acceptable for offset printing.**

To ensure the best quality photographs are published with your article, please:

- save images in a 300 dpi TIF format (in whatever software you are using); or
- send us a high-resolution JPEG file (which is 300 dpi) which will be converted to a TIF file; or
- send us an original photograph – we will scan it in a high-resolution and return the original to you. If you send in an original photograph to our designer, if possible, please write your name and contact information on the back, to assist us in returning it to you.

**Please send your photographs separately, and do not place, insert or embed them in your Word file.**

**It is also important to include captions with all photos.** Please write the caption on the back of the photograph, or include the caption in the email message if you are sending it electronically.

If you have ideas for an image or graphic that would go well with your submission, but do not have an image, please pass on your ideas. We will attempt to find an image like the one described to include with the submission.

#### Logos/Line Art

All line art and logos need to be in vector .EPS or .AI file format and all fonts need to be converted to curves/outlines.

### FORMATTING, EDITING AND PROOFING

- Articles should be submitted in Microsoft Word format.
- Articles should be submitted “ready to print”– all edits and changes should be completed. This helps expedite the preparation of the magazine.
- Please spell-check articles before submitting them.
- Please put only one space after the period at the end of each sentence when keying in your article.
- If you are formatting a document in 2 columns, don’t use tabs to make the columns. Instead, use the columns feature in Word, which can be accessed under the Format menu.
- Please ensure that both the Title and Author are included as part of the text file.
- Do not use ALL CAPS to show emphasis, use italics or bold instead.
- Capitalize proper nouns only, not words such as landman, oil, gas or industry.

### ACKNOWLEDGEMENT

To thank you for your contribution to the magazine we are pleased to publish your name, company/government body, email and/or web-site address together with, if requested, a brief bio for all article submissions. All published authors will receive printed copies of *The Negotiator*.

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