Specifications

For all copy, contributions, advertising requests and artwork: magazine@copthornechurch.org



Editorial

The Copthorne Magazine welcomes editorial from our regular contributors and individuals who have an interest in Copthorne village life. It aims to give an overview of dates and information of local issues that affect the village. We are especially keen to hear from anyone who has news of village clubs, schools, societies or events.

We are happy to include accompanying images*, we just ask that these are sent to us seperately and not embedded in other files such as Word.

The body copy is mainly set in 10pt Noto Sans Regular with 13pt leading in order to keep it accessible and legible.

Example of 200 words:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo conseguat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo conseguat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat nonproident, sunt in culpa.

Advertising

The magazine also offers advertising from local businesses and groups. Details of sizes, prices and formats can be found on the following pages.

Please supply your advertisement in a print-ready format, either as a pdf with all fonts outlined or as a high res (300dpi) jpeg at the size to be printed.

Alternatively, for a small charge, we can create your advertisement for you. If so, we will discuss your requirements and can work any logos, images* and copy you supply. Our prices for this are shown below.

Our advertisers are also welcome to submit copy, space permitting. As a general guide, all advertisers are entitled to free advertorial of approx 200 words (see example) plus one image*. For half page ads approx 400 words, and those taking a full page, approx 700 words. Larger articles would be subject to a small charge.

Cadvertisement Creation Prices

Just send us the details, any images and logos and we will create a layout for you based on the following prices:

Creating ads or making significant changes to an existing ad:

- A4 £40
- Half page £30
- Quarter page and all box ads £20

Small amends to existing advertisements:

• A4-£10

The above allows for the setting up of the advertisement and sending you the proof for approval. Further significant changes to the proof would incur additional charges based on time.

^{*} Responsibility of copyright lies with the author



Single box

58mm wide x 24mm high

£16.80 (£21.60 back page)

Double box

58mm wide x 51mm high

£33.60 (£43.20 back page)

Three boxes

58mm wide x 78mm high *£50.40 (£64.80 back page)*

Four boxes vertical

58mm wide x 105mm high £67.20 (£86.40 back page)

Important Information for Advertisers

Responsibility for obtaining all relevent permissions for advertisements containing interviews or photographs of children lies with the advertiser.

The advertiser is responsible for all copyright content of their advert.

Advertisements to only contain content that is about the author and their work or the medium by which they are employed.

The magazine reserves the right to refuse publication of any advertisement if it considers that it contravenes the magazine guidelines, a copy of which is available on request.

For the village by the village

Two boxes landscape

120mm wide x 24mm high

£33.60 (£43.20 back page)

Four boxes landscape

120mm wide x 51mm high

£67.20 (£86.40 back page)

Six boxes landscape

120mm wide x 78mm high

£78

Full page A

- 1) Box 182mm wide x 269mm high or;
- 2) Full page 210mm x 297mm trim with 3mm bleed (ie bleed size 216mm x 303mm)

£240

Quarter page 89mm wide x 133mm high

£90

Half page

182mm wide x 133mm high

£150

Copthorne Magazine Values

- 1. To provide balanced information on village issues.
- 2. To ensure that any information published is honestly conveyed, accurate, comparable and fair.
- 3. To do our best to correct any harmful inaccuracies.
- 4. To clearly differentiate between fact and opinion and make clear the owner of any opinion.
- To not publish any opinion that could be considered inflammatory, intrudes into anybody's private life, grief or distress or sullies any individual' or business name.
- 6. To ensure that no libellous content is published.
- To resist all means by which any information received could be used for personal gain.
- 8. To avoid plagiarism.

- To not publish any material likely to lead to hatred or discrimination on the grounds of a person's age, gender, race, colour, creed, legal status, disability, marital status, or sexual orientation.
- 10. To not endorse any advertisement or advertorial that contains content that is not about the author and their work or the medium by which they are employed.
- 11. Responsibility for obtaining all relevant permissions for editorial or advertisements containing interviews or photographs of children lies with the advertiser or author.
- 12. To be inclusive at the same time as upholding the values of the church.
- 13. To ensure that any political or faith-based views are represented in a positive way.
- 14. To appoint an independent member of the diocese to arbitrate in the event of disagreement.