



Submission Guidelines

For FOCUS EUROPE

C-E.N.T.E.R. - Competence, Cooperation, Communication in the C-E.N.T.E.R. of Dissemination and Exploitation of EU Project Results

505336-LLP-1-2009-1-AT-KA4-KA4MP

Articles

The following guidelines are based on the initial layout of Focus Europe which will allow either a half or full page per submitting organization dependent upon the article's category (see below). Please bear in mind that Point Europa as editors and their designers reserve the right to edit content to make it fit to the page.

Word Length

The article word length should be no longer than 400 words (full page) or 200 words (half page). Please provide all copy in Microsoft word (.doc) or text file (.txt) format.

Category

Please indicate which of the following you consider your article to be and submit with the *At a Glance* information specified:

- a) Project Dissemination Piece (half page)
Project name, funding programme/action/sub action, duration, outcomes, website/further information
- b) Article (half or full page)
thematic inputs
- c) Event ("at a glance" entry or half page for reporting events)
Title, date, time, location, organisational body, funders (if available), participation fees, theme/topic, further information/website.

Other considerations

If the article is split in to headings please make these clear by putting them in bold and on a separate line.

If you require bulletpoints please also make sure that these are made clear.

Please leave only one space after a full stop and only one return at the end of a paragraph.

If you want to include a caption with your image please start it "Image caption:" to make it clear to the designer that this is separate from the body text.

Please write in UK English and proof read the document before it is sent.

Images

There is enough room for one image per article. However, please be aware that the image may be cropped and resized by the designers should it be deemed necessary. Photos or diagrams are acceptable providing they are easily understandable at a small size. If more than one accompanying image is required please consult the editors Point Europa in advance of submission.

Although the designers are able to work with most types of image please try to provide them in the following formats where possible:

A jpeg, tiff or pdf file (these will end with .jpg, .tiff or .pdf) is ideal. Photoshop (.psd) files can also be accepted, as can vector files (.ai or .eps).

300dpi (print quality size) with a width of **at least** 9cm (at 300dpi), 37cm (at 72dpi) or 1060 pixels to fit the column.

Logos

In each article there will be a section for the project logo and any funding logos that are needed to be included. Ideally these should be in a vector (.ai, .eps, .cdr or .fh#) format, but a jpeg, tiff or pdf can also be used.

If you have any questions regarding the quality, size or file format of your chosen image please address it to the editors Point Europa (tricia.stubberfield@pointeuropa.org) well before the deadline for submission.

Submission

Please submit all articles via email, with the text and images as separate documents, to petra.kampf@enter-network.eu Please indicate in the email whether there are any special requirements or concerns regarding the article.