|  |  |  |
| --- | --- | --- |
| Contributor Name |  | Article Topic |
|  |  |  |
|  |  |  |
| Page Allocation |  | Deadline |
|  |  |  |

Checklist to Contributor

* All text is supplied as rtf, doc or docx
* All photos are supplied as jpg, tiff, pdf, psd, png, ai or eps.
* No photos are supplied embedded, ie. within a Microsoft Word file
* The text and photo count is roughly the correct. *See information below.*
* Each photo is above 800kb file size
* All text and photos are named logically or in a logically named folder
* Content has been checked for continuity, spelling, grammar and appropriateness

|  |  |  |
| --- | --- | --- |
| Text Count(If applicable) |  | Photos Count(If applicable) |
|  |  |  |
| Save article to (Name and place shared drive and folder or email address) |
|  |

To work out Text and Photo Count:

* Check how much space you have allocated in **Page Allocation**
* In the **Word Count** table, see how any words or paragraphs the article would be comprised of
* Check the **Photo Reduction** count table and deduct the word or paragraph count per photo. *For instance: 1 page is 800 words or 5–7 paragraphs. If you wanted to include 2 medium photos the word count would be 600 words or 4–5 paragraphs*
* If the article is to comprised entirely of photos, please refer to the **Photo Count** table

Word count

|  |  |  |
| --- | --- | --- |
| Page size | Word count | Paragraph count |
| Two pages  | 1600 | 10–14 |
| One page | 800 | 6–7 |
| 1/2 page | 400 | 2-4 |
| 1/4 page | 200 | 1–2 |

Photo reduction

|  |  |  |
| --- | --- | --- |
| Photo size | Paragraph | Words |
| Small | 0.5 of a paragraph | 50 words |
| Medium | 1 paragraph  | 100 words |
| Large | 1.5 paragraphs  | 200 words |

Photo count

|  |  |
| --- | --- |
| Page size | Size of photos |
|  | Small to medium | Medium  | Medium to large |
| Two pages  | 30–40 | 24–30 | 18–24 |
| One page | 14–18 | 12–14 | 10–12 |

Small

Large

Medium