



BLACKRIDGE COMMUNITY COUNCIL

NEWSLETTER

SUPPLYING ARTICLES & CONTENT FOR THE NEWSLETTER

Thank you for your interest in contributing to the next edition of our bi-annual newsletter.

Please note that producing a printed newsletter is very different from creating content for social media or online platforms. While easily accessible creative tools such as Canva and ChatGPT can produce attractive digital visuals, these are often not suitable for print due to insufficient resolution and formatting requirements.

To ensure your contribution can be included and reproduced to a high standard, please follow the guidance below carefully.

Text:

- Please supply text as a **Word document, TXT file**, or typed directly into your email.
- Articles should be **no more than 380 words** (less if you are including images). This equates to approximately one full page in the newsletter.
- All submissions must be **spell-checked** and **grammar-checked** before sending.
- **Please do not embed images within your document** - images must be sent as separate files.
- Please include **any instructions, captions, or layout notes in your email**, not within the text document.

Please be aware that, due to limited space, articles may need to be edited to fit.

Images:

- Please **do not use images taken from the internet**, as these are generally unsuitable for print and may breach copyright laws. If needed, the editor can source a suitable image.
- Photos taken on phones must be captured at the **highest resolution setting**; otherwise, they may be rejected by print software.
- Images must be **at least 500KB in size**. Please check file sizes before submitting.
- Clearly **name your image files** (e.g. BPS Primary One.jpg) so they can be matched easily with your article.

Why these guidelines matter:

Providing your content in the correct format helps us:

- Maintain a high-quality printed publication
- Avoid delays and additional editing work
- Reduce design and production costs for the Community Council

Submitting pre-designed artwork is generally not suitable, as it will not match the required print specifications and must usually be recreated.

GET IN TOUCH

If you have any questions about contributing, please email: mail@blackridge.cc
(Including "Newsletter" in the subject line)