



## ARTICLE SUBMISSION GUIDELINES

We have supplied these guidelines to help you in submitting your article for inclusion in BAPOMag. Every effort will be made to include your submission no matter how big or small, but this will give you a rough idea of what is ideal.

Articles should be supplied as Word documents, though pdf's can be used. Any images or graphs/diagrams embedded within documents should also be supplied separately as JPG files (see image guidelines below).

Articles over 1 full page in length should ideally be supplied with images and, where possible, subheadings. All articles MUST contain a headline and where appropriate, an author name and title.

### FULL PAGE

800-900 words



### FULL PAGE with photo

350-650 words



### HALF PAGE

300-400 words



### HALF PAGE with photo

200-300 words



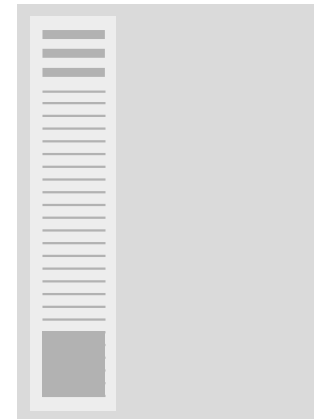
### THIRD PAGE

220-250 words



### THIRD PAGE with photo

140-170 words



## IMAGE SUBMISSION GUIDELINES

Images embedded within Word documents and PDF's may not be suitable for print. It is often possible to extract images from these files but they are often too small, so where possible the original image should be supplied as a separate high resolution JPG. Generally, if the JPG file is over 1mb it should be useable. While every effort will be made to include any images sent to us, no matter how small, we cannot guarantee inclusion unless the below minimum specification is followed.

**FILE TYPES ACCEPTED:** JPG (preferred), TIFF, PDF, PNG  
**MINIMUM SIZE:**  
1600x1200px  
870mm x 400mm @ 72dpi  
135mm x 95mm @ 300dpi  
3 megapixels

