



BAPOCONNECT Guidelines

ARTICLE SUBMISSION GUIDELINES

We have supplied these guidelines to help you in submitting your article for inclusion in BAPOConnect. 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 PDFs can be used.

The referencing style preferred is Vancouver. 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



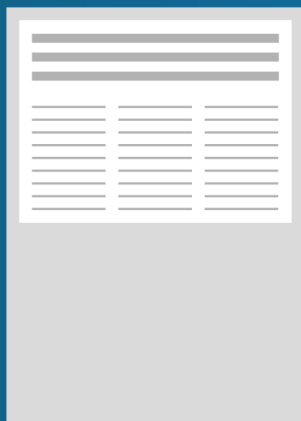
FULL PAGE with photo

350-650 words



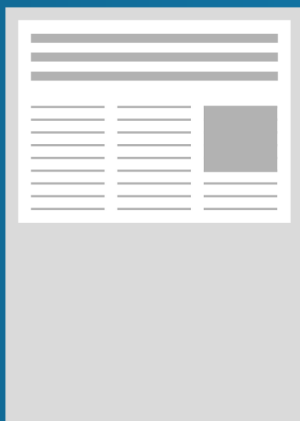
HALF PAGE

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. Please can we ask for all images to be supplied with a caption.

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





BAPOCONNECT

Submission dates

ARTICLE SUBMISSION DEADLINES FOR 2026

Issue	Article Submission Deadline	Publication Date
1	27th February 2026	27th March 2026
2	22nd May 2026	26th June 2026
3	18th September 2026	23th October 2026

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