

## **Publication policies and technical recommendations of Safe Comm News**

1. SC News welcomes any article that describes news related to SC programmes, or of activities that may be of interest to readers who have SC affiliations. Due to limited staff, we are unable to fact-check submitted articles, so authors must be certain that they have given us correct content. We will strive to publish articles as they were submitted- if articles must be cut, we will contact authors for approval before running these articles.
2. Articles will be accepted by any contributor who focuses on SC programmes or related activities. Articles are accepted in good faith, meaning that the newsletter editorial team is not able to verify every detail of each article. Thus, it is up to the article authors to make sure that all information submitted is correct.
3. The text of articles accepted in good faith will not be changed without the knowledge of the submitting author.
4. If incorrect text is published, it is the submitting author's responsibility to call this to the attention of the newsletter team. The team will issue a correction in the next newsletter.
5. Occasionally articles may be submitted that are controversial in nature, or of limited interest to Safe Communities members. In that case, the decision to publish such articles is left with the Responsible Editor.
6. While English is the universal language for this newsletter, it is not the first language of many of our readers, or of all members of the editorial team. We will strive to publish text that is clearly written, and easily understood by people in every country where the newsletter is received. That implies that we will avoid the use of slang, or expressions that are not easily understood. 'Short and to the point' is normally the approach that guarantees your article the most readers. Articles that are over one full page in length may need to undergo the editing process described above, so, if news is time-limited, it is best to limit the word count. Preferred word count for articles is 350 words, maximum.
7. Articles should be submitted as Microsoft Word docs. Photos should be in JPG or any common format. The editorial team reserves the right to scale photos for appropriate size. Please clearly identify all people in photos.

14 Sept 2007