

## **Guidelines for editorial contributions**

Editorial contributions can be relatively short news stories, or longer feature articles.

Material for our news sections may concern recent events and developments with potential implications for the manufacturing industry, or it may be announcing new product releases, initiatives by your organisation, or other innovations. News stories should ideally be between 200 and 800 words.

Feature material might consist of case studies, technical articles or opinion/commentary pieces, and can range from 400 words up to around 2,000 words. With the exception of opinion/commentary pieces, articles should be written in the third person (i.e. she/he/it/they) other than when someone is being quoted.

For opinion/commentary pieces, articles should ideally be between 800 and 1000 words. Opinion/commentary pieces should also name an individual (or individuals) as the article's attributed author, detailing their name, job title and organisation.

Editorial submissions should ideally be in a Microsoft Word format (.doc), Rich Text Format (.rtf) or pdf. With pdfs, please ensure that the text can be selected and copied. Please include any accompanying high-resolution images with all editorial submissions.

For most articles, AMTIL includes the address of the website for the contributing organisation – please include this with the article. Further contact details (telephone numbers, postal or email addresses, etc) will not normally be included with the published article.

AMTIL has a strict editorial policy for all material it publishes, and AMT's editorial team will edit all submitted articles to meet those standards. We are not able to supply edited copy to contributors for subsequent approval or amendment prior to going to print.

For a list of approved specialists who can assist you in the in the development of editorial material, please click <u>HERE</u>.