

Ritmico Editorial Requirements 2021

From *Ritmico* Editor Cathy Martin: cathy@muscat.co.nz, tel (06) 758 2205

Photos & Copy

- All Photos must be hi-resolution and include any photo credits. If in doubt, please contact the Editor
- Please do not send unsolicited copy – first, send the Editor a brief summary of the topic by email or phone (See contacts above)
- Unless pre-agreed, copy for articles and reviews should be within 20 words of the suggested word count
- Please check all names, titles, occupations and facts before you send in your copy.

Awards/Honours – Guideline only

- Fellows: one page – 380 words + small photo
 - DBMs etc: half a page approx. – 300 words + small photo
- There can be some flexibility here. Please liaise with the Editor (see above).

Obituaries

- 150 – 300+ words + photo

These will vary in length depending on whether they are of local, national or international interest. Please liaise with the Editor before sending.

Conference – Host Branch Entitlement

- A free full-colour double-page spread in the *Ritmico* issue of the year preceding the Conference.

Please discuss your ideas with the Editor **at least two months** before the publication date of the relevant *Ritmico*.

To create an ad, liaise with the Editor for the appropriate specifications. Ads need to be signed off by the *Ritmico* Editor and the IRMTNZ Registrar. When ready, send your ad directly to the Editor: cathy@muscat.co.nz

It can also be used by the Branch for its own publicity.

Other Publicity

Inserts, such as A5 flyers, may be inserted by the Branch into the *Ritmico* of the year preceding Conference. These are booked through the Editor and the Registrar handles the business side. The Editor will advise the delivery deadline and how many copies will be required. These are signed off by both the Editor and Registrar. Since this is a business arrangement it incurs a modest charge.