

Ritmico Editorial Requirements – General (2018)

From *Ritmico* Editor joy.aberdein@gmail.com, (04) 479 9276; 027 240 7190

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

- 1 free full-page advertisement, or advertorial, in the **July** issue of the year preceding the Conference
- A free full-colour double-page spread in the October 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 and use the Specifications listed in 'About *Ritmico*' (updated regularly in *Ritmico*). Ads need to be signed off by the *Ritmico* Editor and the IRMTNZ Registrar. When ready, send your ad directly to the Editor: joy.aberdein@gmail.com
It can also be used by the Branch for its own publicity.

Other Publicity

Inserts, such as A5 flyers, may be inserted into the April *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.

When ready, please send to:

Christine Uljée
Bright Communications
Level 3, Fraser House
160-162 Willis Street
Wellington
04 384 9852

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