



COPY GUIDELINES FOR WRITING ARTICLES

Thank you for your interest, we welcome good articles written about all aspects of security.

The following guidelines will assist you in contributing articles that meet our editorial criteria:

- Articles must be genuinely interesting and relevant to our readership. Something City Security readers would like to know more about.
- Articles and features must not profile a specific product, company or company's service.
- If you are writing case studies, you can include; boxes, bullet points, top ten pieces of advice or quotes to illustrate your piece.
- 1 page write between 750 – 800 words
- DPS write between 1,250 – 1,400 words
- Do you have a photo to illustrate your article? A picture will add visual interest and make the page brighter. If not, we can supply.
- End the article with the author's name, title, and contact details. This can include a web and email address.
- If you have an idea for an article but do not have the time to write this, **we now can give you editorial support** in writing this for you. Please contact us at editorial@citysecuritymagazine.com or phone Andrea on 0208 275 3302.

- Format:** Please supply your article in Microsoft Word.
Images: Pictures and images must be high res jpeg or eps files at 300dpi.
Title your doc: Use the Name of article, followed by CS article.
Title your email: (your name) Article for CS magazine.

It is important to do this, otherwise the email may be dismissed as 'spam'.

Email all articles and images to David Berkoff
Email: info@citysecuritymagazine.com Telephone: 020 8275 3302.

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SPRING	First week of April	20 February
SUMMER	First week of July	21 May
AUTUMN	First week of October	20 August