

Copy Guidelines



These guidelines will assist you in contributing articles that meet our editorial criteria.

- Articles must be genuinely interesting and relevant to our readership.
- 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 800 and 900 words.
- DPS write between 1,750 and 1,850 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 web and email address.
- Please ensure that your article has not been, and is not due to be, published elsewhere prior to its inclusion in the City Security magazine.
- We reserve the right to modify or delete sections of articles, for stylistic or word count purposes. We will not change the overall tone or message of your article intentionally. We will endeavour to ensure all changes are made known to the author prior to publication, where time allows.
- If articles are not received by the copy deadline, we may withdraw the offer of publishing the article in this and future editions of the magazine
- 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 it for you. Please contact us at editorial@citysecuritymagazine.com or phone Andrea on 020 8363 2813
- All articles submitted are subject to approval of the editorial committee

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 to Andrea Berkoff at editorial@citysecuritymagazine.com

Telephone: 07803 903 970 or 020 8363 2813



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