CITY SECURITY
citysecuritymagazine.com

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

We aim to produce articles that share good practice and innovation and are genuinely informative for anyone with a professional interest in security and related matters.

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. All articles submitted are subject to approval of the editorial committee before inclusion in the magazine.

Please follow these guidelines when developing an article for submission to City Security magazine:

- **Articles and features must not profile a specific product, company or company's service.**

- **Please include:**
  - A proposed headline of fewer than seven words
  - A short summary of the article at the beginning of approximately 25 words
  - Sub headers of fewer than five words for each section
  - Where possible, bulleted lists of key points
  - Suggestions for quote boxes
  - Any photos or illustrations you would like considered
  - The author's name, title, and web address

- **If you would like to propose an article in one of these formats, please contact us:**
  - A list (for example: top tips, things you must do / see, key facts about)
  - A time-lined story (for example: diary of a … , year / week / day in the life)
  - An interview, a profile or an Ask the Expert format

- **For a one-page article: write between 700 and 800 words**
- **For a two-page article: write between 1,600 and 1,800 words**

- **Follow the City Security magazine Style Guide below.**

- **Format:**
  - Please supply your article in Microsoft Word
  - Images: Pictures and images must be high res jpeg or eps files at 300dpi

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.

- **Send your summary and articles to:**
  - Andrea Berkoff at editorial@citysecuritymagazine.com
  - Telephone: 07803 903 970 or 020 8363 2813

See our style guidelines on the next page...

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Copyright	It is the contributor's responsibility to be reasonably sure that copyright permissions, if required, are obtained.
ise/ize suffixes	Use ise, not ize, e.g. organise/organisation
co/pre/re prefixes	No hyphen, e.g. cooperation, preoccupied, readjust
Currencies	Symbols precede figures, e.g. £25 (not GBP25), $50, €75. No space after symbols. Only use 'US$' when necessary to differentiate between US and other countries' dollar currencies. For amounts of millions or above, combine figures and words, e.g. £5 million, $15 billion (abbreviated as £5m, $15bn).
Dates	Use cardinal numbers, e.g. 8 June 2017. Separate named days and dates with a comma, e.g. Thursday, 8 June 2017.
Decades:	use figures, e.g. 1980s, no apostrophe when given in full. Abbreviations preceded by apostrophe, e.g. '80s.
Numbers	Spell out up to and including twenty, then 21 (etc.) in figures, unless in a direct quote or in a hyphenated compound, e.g. 45-minute. Use commas in numbers of four figures or more, e.g. 1,863 / 123,456 / 1,420,000 Figures when used with units of measurement or percentage, e.g. 60 per cent (two words, not percent).
Plurals	No apostrophe, e.g. DVDs, not DVD's.
Police	Initial capitals when giving the name of a police force, but lower case when used generally, e.g. • the Metropolitan Police, the City of London Police • the police, a police officer.
Quotations	Use single quotation marks as standard. Double quotation marks for quotes within quotes.
Times	a.m. / p.m., not am / pm, space beforehand, e.g. 8 a.m., 4.30 p.m. Twenty-four-hour clock: 08.00 / 16.30, not 0800 / 1630.
Titles and ranks	Initial capitals when used as a form of address, before a name or as part of a name, but lower case when used generally, e.g. • Prime Minister Theresa May but Theresa May is the prime minister • Chief Superintendent John Smith but John Smith is a chief superintendent.

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