

CONTRIBUTING ARTICLE GUIDELINES

Long articles – upto 500 words

- Please ensure your article is submitted by the submission date
- If your article is chosen for publishing, you may continue to submit further articles for consideration. However a maximum of two articles (if chosen) can only be printed within the 12 month period (6 editions per year)
- Each article should be completely exclusive for this magazine until the 12 months are over then you will be free to publish them yourself (unless you choose our affiliate option)
- After submitting your article, if you are successful you will be contacted on the **7 days after the deadline submission date** with the Editor's decision
- Please **DO NOT** contact the Editor to ask if you have been chosen if you have not received an email. You should check your 'spam' folder to ensure you have not been contacted.
- If you fail to contact the Editor after you have received your 'winning' email within 48hrs, the Editor will contact you once more to ensure you have received communication and that you are accepting of all terms.
- Please note, if your article does not follow the submission instructions, we may be unable to come back to you to let you know and your article will be excluded.
- Our magazine is based on a yearly subscription and we would ask if you are successful, that you sign up to the yearly magazine subscription which will be on special offer for the first year, giving YOUR edition free of charge

Benefits to being a Contributing Article Writer:

- You can display this on your social media profiles as an additional achievement
- You will receive a Contributing Article Writer or Editor's Choice badge to display on your website, emails and social profiles as you please
- You will have an opportunity to be interviewed about your business and article to appear on our YouTube channel (first come first served basis)
- If chosen as Editor's Choice, your article will also be included on our website as a STAR blog and promoted across our social channels
- You can link to our LinkedIn company page as an additional role and you can also highlight your article prowess under the publications section
- You are more likely to be asked to write for further magazines
- You will be promoted across all of our social media channels
- You will have FREE advertising within our business directory section across the 12 months (the usual cost of this would be £10 per issue or £52 per year)
- You will have the FIRST opportunity to have your picture on the front cover (for an additional advertising cost); rate card can be found within the submissions page
- You can promote your spot in the magazine to your own network
- You will be reaching a global audience across our databases as a collective team which at the moment is 10K+

Topics to write about include:

BUSINESS

(sales / finance / marketing / accounting / customer service / HR / R&D / production / distribution)

HEALTH & WELLNESS

(spiritual / emotional/ occupational / physical / intellectual / environmental / social)

RELAXATION

(mental / physical / physiological)

RECREATION

(physical activities / social activities / arts and crafts / drama / music / cultural / service activities)

SOCIAL

(Book reviews / events / groups / quotes / nature / history / travel etc)

INSPIRATION

(stories / experiences / life hacks)

ALL POINTS IN BLACK SHOULD BE INCLUDED WITHIN YOUR ARTICLE BEFORE UPLOADING / ALL POINTS IN RED WILL BE UPLOADED SEPARATELY THROUGH THE FORM

The following information is required at the top of your article:

- **TITLE** of your article (please keep this between 3 and 6 words)
- **Clear recent head and shoulders picture of you** (this should be a jpg or png) – this can be uploaded separately
- Which **AREA** you wish to submit your article for from the list of topics above i.e. Business / Health etc...

The following information is required for the body or content of your article:

- Use single line spacing for your article between the lines
- Use double spacing between paragraphs
- No indentations, tabs, bullet points, bold or italics should be used
- Write article with up to 8 paragraphs (max 500 words)
- Please send your document as a word document
- Text colour should be **BLACK**
- Text font should be **ARIAL**
- Text size should be **11**
- **You should provide TWO relevant non copyrighted visuals along with your article** (these can be found on sites like Pixabay, Unsplash, Pexels and Canva).

The following should be sent at the end of your article and is mandatory

- Your website address **ONLY** (no social media links)
- **Where you live, town, county, country or if overseas, state, country**
- **Your word count in BOLD** (do not include your title in your word count)
- **Your phone number and email address**
- **Your company logo for the business directory**

Your article word count should be between 450 - 500 words

THINGS TO REMEMBER

- Your article should be written fresh and new for submission i.e. the article should not have been shared anywhere else i.e. your website as a blog or on any social media or other forms of media – we do a plagiarism check on all articles to ensure they have not been published elsewhere
- Your article may be edited to reflect our style guide by our Copy Editor
- No article will be considered after our deadline date for submission – early submissions will be appreciated
- Write your article in a way that can connect to an audience. You should try and be gender neutral unless you're specifically talking about an issue relating to gender

We look forward to reading your article!

GOOD LUCK!

