

Guidelines for Submission of Material for Publication in ETBI Magazine

ETBI welcomes submissions of news items and articles for ETBI Magazine which would be **of interest or of relevance to ETBs**:

- reflective or explanatory pieces on issues, programmes, innovative educational practices, or legislation, that affect ETBs at any level, or summaries of research undertaken by ETB staff as part of third-level studies (content must be clear to our general readership); and
- articles featuring achievements, new practices, programmes, events or adventures that ETB schools, colleges or centres would like to share with their fellow ETBs.
- If you are unsure about whether a possible article might be suitable, contact Lee Hogan Kerrigan (lee.kerrigan@etbi.ie / 045 901 070) to discuss.

ETBI Magazine Submission Checklist	
All items in bold are required.	
<i>The required information may be provided in the same document as the article, or in the accompanying email. Attach images and logos separately. See Note 5 below.</i>	Check
Provide title/subject matter of the article (ETBI may publish the article under a different title.)	
Provide name and contact details of organisation (ETB or other)	
Provide name of school/college , if applicable	
Attach separately: logo of school/college/organisation , if applicable. See Note 5 below.	
Provide name of programme , if applicable (e.g., Youthreach, TY, etc.)	
Provide name and title/position of the author (plus <i>very</i> brief biography if wished – may not be included)	
Provide email address of the author , for fact-checking, etc.	
Attach separately: image of the author if possible. See Note 5 below.	
Provide mailing address of the author or institution , for posting a hard copy of the Magazine	

Note 1: Length of article – depends on the type of content

“Serious” pieces (e.g., dealing with educational issues or research findings, etc.) should normally be between 1200-2000 words (this guide can be flexible in either direction). **One or two relevant image(s) with caption(s)** may accompany your piece. Please **pay attention to Note 5** below.

“Local” or “human interest” stories (e.g., stories about prize winners or local events or achievements) should be between 50 and 250 words. The text of image caption(s) may be *in addition* to this count.
At least one, but no more than three, images with caption(s) should accompany “local” or “human interest” stories. Please **pay attention to Note 5** below.

Remember: a **maximum of three images with captions can be accepted.**

Note 2: Format of submissions: Each article should be submitted as a **text document – not as a PDF** – and emailed to Magazine@etbi.ie by the notified deadline.

Note 3: Editing of contributions:

Any pieces considered in need of major editing will be referred back to the writer or sender for re-writing. Minor editing of submitted pieces, or amendments for grammar or length, may be done by ETBI without reference back to the author or sender.

Note 4: Multiple submissions:

We are happy to accept more than one article from the same institution or ETB. However, each article should be submitted **separately in an individual email**. Please note that we try to include contributions from as many ETB areas as possible in each issue, subject to editorial demands and pressure on space.

Note 5: Specifications for images, logos and tables, charts & graphics – Contact ETBI if any difficulties arise.

If you are taking images using a **smartphone**, you must have the **camera settings at the highest possible**.

Images accompanying an article should be **attached to your email separately** and individually as **JPGs or PNGs**, minimum 1000 pixels in width or height *and* minimum 200 dpi (dots-per-inch).

A **caption should be provided for each image** submitted.

Captions may be included at the bottom of the article or in the email, provided it is clear what image they relate to.

Logos submitted should be **attached to your email separately** and individually as **GIFs, JPGs or PNGs**, minimum 200 dpi (dots-per-inch).

Tables, charts and/or graphics, with explanatory captions, should also be **attached to your email separately** and **individually**, as **GIFs, JPGs or PNGs**, minimum 200 dpi (dots-per-inch).

***** REMEMBER: Submit images, logos, tables, charts and graphics *individually as email attachments.* ***
Do not send them within Word documents!**