War Memorials Trust
Bulletin Submission Guidelines

General
Bulletin is produced quarterly by War Memorials Trust (WMT). It aims to keep the Trust's members informed of the charity's recent activities as well as provide them with information regarding issues relating to war memorials, their conservation, preservation and maintenance. The Bulletin is distributed to members, supporters, donors as well as individuals and organisations who are involved in the care of war memorials.

Bulletin is available for free.

1. Language
The working language is English. Use only UK spelling (not American).

2. Word limit
Articles should not exceed 750 words in length including any bibliographic references or notes. Please see the table below:

Full page - no images	Up to 730 words
Full page - one image	Up to 680 words
Full page - two images	Up to 630 words
Full page - three images	Up to 580 words
2/3 page - no images	Up to 470 words
2/3 page - one image	Up to 420 words
2/3 page - two images	Up to 370 words
1/3 page - no images	Up to 210 words
1/3 page - one image	Up to 160 words
1/6 page - no images	Up to 120 words

3. Approval Process
All the received articles are reviewed by the Editor of the Bulletin and assessed against the criteria for inclusion in the Bulletin (including originality, relevance to the scope of the Bulletin and to the conservation of war memorials).

Following review, the editor may take the following decisions:
- Accept the submission as is;
- Accept the submission subject to minor corrections to be carried out by the Editor;
- Consider the submission suitable for publication but requiring a level of improvement by the author. In this case an additional assessment will be needed and a deadline might be given to the author in order to return the corrected manuscript;
- Reject the submission based on the criteria for inclusion.

Whilst every effort will be made to publish all accepted articles, publication cannot be guaranteed.

4. Copyright
The authors will retain all the copyrights of their articles after publication.

5. Images
As outlined above a maximum of 3 good quality images (black and white or colour) can be submitted with each article, however it will remain at the discretion of the Editor how many will be used.

Digital images should be sent as separate files and should not be embedded or inserted in the text document. Digital images should have at least 400dpi resolution but should not be bigger than 3MB each. JPG, Bitmap or TIF formats are accepted.

The author has the responsibility to check and solve the copyright issue for all images submitted before sending them on to WMT. Any image received will be automatically considered publishable. Unless otherwise indicated, copyright will be credited to the author(s) of the article.

Printed photographs and other printed images will not be returned to the contributors unless specifically requested.

6. Submission
Digital submissions: Articles should be sent as Word documents (.doc) and not as .pdf format. 'Read Only' attribute or compression formats like .zip should not be used.

Hard copy submissions: Articles longer than 500 words cannot be submitted in hard copy. Hard copy articles should be typed clearly on an A4 paper and be double spaced. Italics or elaborate fonts should be avoided.

7. Submission address
Electronic submissions and any other related correspondence to the submission should be sent to **conservation@warmemorials.org** or sent via the post on a CD-ROM or DVD for the attention of the Editor. Hard copy submissions can be posted to The Bulletin Editor, War Memorials Trust, 4, Lower Belgrave Street, London SW1W 0LA.