

# Requirements for Articles Submitted to FIAP News

## FIAP News Timetable:

February Edition	- Closing date for articles 31 <sup>st</sup> December
May Edition	- Closing date for articles 31 <sup>st</sup> March
August Edition	- Closing date for articles 30 <sup>th</sup> June
November Edition	- Closing date for articles 30 <sup>th</sup> September

\*Please send your articles as early as possible to help us ensure FIAP News goes out on time

## Criteria for Articles

- Articles should be no more than 1500 words.
- FIAP Events section is exempt from word limit
- Article must be typed in English language and provided in an electronic document that can be opened in Microsoft word.
- Do not send the articles in PDF format!

## Photos for Inclusion With Your Article

- Maximum of 25 photos
- FIAP Events section is exempt from limit on number of photos.
- Must be provided as separate files, not embedded into article
- Must be 1024px on longest dimension, regardless of photo orientation
- Must be provided in sRGB colour space and saved at the highest quality jpg setting.
- A list of the image files must be provided with any applicable text that is to accompany each image, eg who and what is shown in photo. This list can either be at the bottom of the article or provided in a separate document.
- Images must be of a good quality and edited for best presentation, eg colour, cropping etc.
- If the position or order of the photos in your article is important, please put the file name in red text between paragraphs in your article and we will endeavour to place it there. Depending on page layout, it may not always be possible to place the photo exactly where you would like it.

\*\*Please understand that the images you send may not always all be included. Space, layout, suitability for all readers and quality will be considered.

\*\*Articles for the "Recommendations From a Local Photographer" mini article section are to be a maximum of 400 words and two photos.

## Submission of Articles

If possible, please send all articles and accompanying images via WeTransfer or a similar file transfer system to the Director of FIAP News Service.

Direct the file transfer to email address: [fiapnewsdirector@gmail.com](mailto:fiapnewsdirector@gmail.com)

Please do not email photos unless instructed to do so by the FIAP News Director.

## Permissions

It is a requirement that those submitting articles have acquired the necessary permissions to publish the images they are submitting to FIAP News. Authors of articles must ensure that the material they provide does not breach the copyright of any other party.

## Regulations

All those submitting items to FIAP News for possible publication must ensure they have read the Regulation for Publishing Articles in FIAP News – Doc 032 / 2021. Items submitted for possible publication must be accompanied by the relevant "FIAP News Author's Agreement" form that has been completed and signed by the author of the items or the parent/guardian of the author if the author is under the age of 18. These documents are available on the FIAP website at <https://www.fiap.net/en/services/fiap-news-service>