

## **Style guide for Village voice**

### **Page layout**

Stories are grouped by them on each page as far as possible e.g. children's activities.

At least one photo should be included on each page as far as possible.

Pages content is -

1. main news story and at least 1 photo
2. odds and sods
3. a bigish story plus some small ones
4. profile of a person (if possible) plus odds and sods
5. spotlight on ...
6. What's on
7. parish council news & letters
8. sport

### **Items to be changed in each issue**

- Front page Issue number and date
- What's on deadline
- Back page: Date for submission of articles

### **Photos**

People submitting photos should be made aware that they will be reproduced on the Bottesford today web site.

Copyright to be acknowledged, at the photographer's request, using the © symbol.

Photos of groups of people will be published, only if they are big enough to recognise everyone.

Names of people to be included, if possible, and shown directly below the photo.

It is the responsibility of the photographer to sort out permissions re: photos of children. VV correspondent to check.

Digital photos should be requested, although hard copies can be accepted.

Dates and location of photos, as well as the name of the photographer to be provide for 'Tony's archive'.

Photos cannot be reproduced from other publications, or newsletters, without permission (written or verbal).

Photos will be reproduced in black and white (except the summer issue).

## **Text**

### **1. Body text**

Body text to be in Tahoma 10 point.

Justification – fully justified

One column only

Borders and lines can be used at the discretion of the layout person.

It must be clear where one story (or group on the same theme) ends and the next begins

Text can be used to wrap photos if necessary – layout person to decide. Text can be adjusted to fit around photos, but if there are to be substantial changes the editor should be consulted.

The amount of white space should be minimised.

Clip art may be used.

### **2. Headers**

Tahoma 12 point or 14 point and bold

Headlines should be centred & fit margin to margin, if possible.

A number of 'special item headers' should be used for e.g. spotlight on, letters parish council notes. Please refer to previous issues