

‘The Irregular’

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2. Articles must have a clear link with or relevance to Collingham and or the surrounding area.
3. **Authors own and are responsible for the quality, accuracy and content of their articles.** However, the Editors retain the right to refuse or to edit articles.
4. **Authors retain copyright** of their words and images and by submitting an article are deemed to have given the CDLHS the right to use its content for our charitable purposes. Authors may not sell copies of extracts of The Irregular without written permission of the Editors.
5. We aim to produce one edition each year with a **deadline for authors of 1st September.** Further editions may be issued at the discretion of the Editors when enough material is available so Authors should **submit articles at any time** when they are ready.
6. Articles or letters can be of any length **up to 7,000 words** and should be submitted in **Times New Roman 12 point font as a Microsoft Word (.doc)** document; with images in the **JPEG format** if possible. *Text for images should be in normal text, Times New Roman 10pt Italic not in a text box.* If you do not have a computer then written articles, comments or letter will be considered or the Editors may record a conversation with you from which an article may be written.
7. Please do not include any special formatting such as text boxes, unless absolutely necessary. The final article will appear in A5 format with a 2cm margin top and bottom and a 1.5cm margin at each side plus a 1.5cm gutter for the binding. The area of the page available for text, tables or images will be 10cm x 16cm. You can submit your articles in normal A4 format but remember the maximum image and table sizes should be 10cm across the page x 16cm top to bottom.
8. All articles should include a list of **references or sources.**
9. Each lengthy article should start with a summary of up to 100 words to guide the readers through its content. Authors may add a 50 word biography at the end if they wish.
10. Articles should be submitted directly to an editor (Jeremy Lodge or Anne Speed) electronically – see our contacts page.
11. Our postal address is: The Irregular, CDLHS, The Jubilee Room, 11 Swinderby Road, Collingham, NG23 7PH