



Editorial Guidelines

Thank you for your interest in providing articles for T-C News.
It helps us greatly if articles are e-mailed to us as a Word file (please see specification for articles below).

Please can you ensure that all articles follow this specification

Font – Any Point size 10 for main body
Title – Point size 14
Article Summary if included (long article) – Point size 12
Line Spacing – single (1sp)
Paragraph Indents - 0
Character Spacing – normal
Bullets – normal
Tables – simple tables no grid lines

If you would like us to include a photograph or any diagrams etc then please send these to us as a jpeg or pdf attachment.

The wordcount for articles can range from 800 - 1500 words maximum. If you feel you want to do more than this once the "Muse" takes hold, then please give consideration to splitting your work into several articles.

If your article uses or quotes any material for which you do not hold copyright, then please ensure you have all the requisite permissions before submitting your work. If your article has already appeared elsewhere please ensure you have permission to reproduce it.

We may need to edit your article depending on space, house style and sense. Many of our writers find it useful to get a colleague to read and proof their articles prior to submission.

Please note it is editorial policy at T-C News to keep articles and advertising separate and we ask you to kindly bear this in mind when writing your article. Articles that frequently mention your firm, its products and services will not be accepted. Titles are there to draw the reader in and not as an advertising tool.

Our readership consists senior managers, training managers and consultants, T&C Managers, Supervisors and Consultants, Compliance Managers and Consultants, HR Managers and Consultants and people who work with people aspects of regulation and people development in the financial services regulated sector who appreciate articles that focus on best practice, or give information or an opinion on regulation/training/development/assessment.

We are grateful for the time and effort that writers give to the journal and we are pleased to offer our writers (in return for two articles):

Discounted annual advertising
Discounted e-mail alerts
A free link from our web site to yours (or your e-mail address)
Free copies of T-C News during your advertisement period

If you have any queries or require further clarification please do not hesitate to contact us.