

WINGRAVE WITH ROWSHAM COMMUNIQUE POLICY DOCUMENT

1. The Wingrave with Rowsham Communique ("the magazine") will be published by the Wingrave Community Association ("the Association") eleven times per annum. The January/February edition will be a joint one. As of March 2022 is available online on the Wingrave Community Association website..
2. The copy date for all articles will be 6.00pm on the third Wednesday of the month unless specified as Jan/Feb addition. Unless an article has been pre-booked and permission obtained from the editors for late copy, no article will be accepted after this time.
3. Each month the copy date will be published on the inside front cover and in the diary, which appears on the back cover.
4. A meeting of the Editorial team, who are appointed annually at the first meeting of the Council of the Association following the Annual general meeting, will be held on the Wednesday evening of copy date.
5. A minimum of four working days later the magazine will be ready for distribution.
6. A minimum of five days will be allowed for distribution.
7. All advertisements for the magazine must conform to specified sizes and must be pre-paid. They can be supplied in black and white or colour. The editors cannot be held responsible for poor reproduction of coloured adverts. Documents should be submitted as Word or JPG files.
8. Articles for the magazine should be sent as email attachments to communique@wingrave-wca.co.uk.
9. Articles must be typed in font size 11 and must not be more than one A4 page long. Documents should be submitted as Word, or JPG files.
10. Articles for publication must be submitted with author's full name and contact details; only name will be published.
11. Charitable organisations within the parish and resident one-off charity fundraising events will be allowed one half-page of advertising free of charge each month.
12. The front cover is at the Editor's discretion and must be pre-booked. It is reserved solely for organisations within the parish working for the benefit of the community.
3. Advertisers cannot stipulate where in the magazine an advertisement or article is to be sited. Requests for a specific place will be looked at sympathetically but cannot be guaranteed.

14. Articles for inclusion in the magazine are at the Editors' discretion. They reserve the right not to publish any individual contribution they may receive and also the right to edit contributions, particularly where they are repetitive or in contravention of this publishing policy.

15. Articles must not contain bad language, be racist or discriminatory or otherwise be of an offensive nature or which the Editors believe could lead to court action.

16. Articles for inclusion must not defame others or be libellous. Where any allegation is made, the person or group, the subject of the allegation, will be given the right of reply in the same edition. A time frame of one week will be given for this process.

17. Publication of articles from or concerning individuals or organisations will be deferred to the next edition if more time is required under the right of reply, or if the Editors are advised that a response is not possible within the 7 days.

18. The Editors will not tolerate abuse of any description from individuals or groups. Such action will jeopardise all future inclusion of articles from this individual or group.

19. Copyright By submitting an article or other contribution, an individual or group agrees both to grant the Association perpetual, royalty-free right of use to reproduce and modify such article or contribution and also to indemnify the Association against all legal fees, damages and other expenses that may be incurred by the Association as a result of the publication of such article or contribution.

20. Privacy It will be normal practice for the Editors to publish the name of the contributor but not contact details or email address, unless specifically authorised to do so. The Association will comply with the Data_Protection_Act_2018 and General Data Protection Regulation (GDPR).The WCA data policy is available on the website <https://www.wingrave-wca.co.uk/data-privacy/> Page 3 of 3

21. Disclaimer The views published in any article or contribution are those of the individual contributor and in no way should they be taken as representing the views of the Association or as implying the Association's support for or endorsement of the views expressed.