

## contributors' guide

Link is the Australian magazine that covers issues from a cross-disability perspective.

### aims

- \* To empower readers through the provision of information.
- \* To present information that can be understood by the widest range of people.
- \* To be the forum for debate on issues from a disability perspective.

### style

Link is looking for articles that:

- \* are positive.
- \* are not patronising.
- \* raise our expectations.
- \* avoid stereotypes (at one extreme tragic and helpless, at the other heroic or superhuman).
- \* portray more than one point of view.
- \* will help readers understand the issue.
- \* use everyday language and are easy to read.
- \* use photos in a way that complements the written word.

### payment

- \* Unless a need for payment is indicated when the material is submitted, Link does not generally pay for its use.

### editing

- \* Link reserves the right to edit material to fit space and editorial style.
- \* On occasion, material may be returned for checking and approval prior to publishing, if requested by the author.

### topics

Link covers a broad range of topics, including: News (State, National and International), Issues, Lifestyle, Tourism, Administration, Breakthroughs, Products, Library, Websites, Education, Employment, Sport, Art and What's On.

### length

Aim to stay within our word count:

- \* up to 300 words for news items.
- \* up to 1000 words for articles.
- \* ideally include a minimum of two graphics.
- \* if you have an idea for a feature length article, contact the editor to discuss it first.

### images & graphics

Link looks for a variety of graphics including:

\* colour photos \* drawings \* cartoons \* logos \* book covers

Label all graphics with relevant information.

### **returning material**

Link will not return material unless accompanied by a stamped, self-addressed envelope. No responsibility is taken for material sent to Link.

### **copyright**

Please ensure that all items submitted for publication have been checked and approved by their copyright owners, if applicable. If items have been previously published, indicate when and where, and if possible, provide copies.

### **format**

Link prefers material to be submitted in digital format, either on CD (send to GPO Box 909, Adelaide 5001) or via email ([editor@link.disability.com.au](mailto:editor@link.disability.com.au)).

\* Send text in either .doc, .rtf or .txt format.

\* Send images as a .jpg, .tiff, .eps or high resolution .pdf. If you do not have access to a digital version of your images, send us the hard copy via post.

### **presentation tips**

\* Do not insert a line space between paragraphs.

\* Use only one space after punctuation marks.

\* Use single quotation marks.

\* Do a spell check and have someone thoroughly proof-read your material.

### **deadlines**

<b>edition</b>	<b>release</b>	<b>general deadline</b>	<b>news deadline</b>
1	April	1 February	20 February
2	June	1 April	20 April
3	August	1 June	20 June
4	October	1 August	20 August
5	December	1 October	20 October

### **contact details**

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