



***Play by the Rules* online magazine**

Guidelines for Guest Contributors and Writers

The *Play by the Rules* online bi-monthly magazine will contain 3 feature articles in each edition. The magazine will be distributed free to all *Play by the Rules* subscribers every two months, starting on the 20th February 2014. Currently there are around 2,000 subscribers, largely from grass roots sports clubs and associations. We will also promote the article through various social media channels and advertise through the *Play by the Rules* website.

Here are a few guidelines to help you develop your article for *Play by the Rules*.

- A typical one page article is around 300 words long and a typical 2 page article around 500 words. Size can vary a little as we can change font size and positioning of images;
- Please submit your article in a Word.doc format;
- Please attach or direct me to a good quality image to support your article if possible. Images should support your topic and be the highest quality (pixels) as possible. Images must be royalty free so if they are not owned by you please let us know and, if necessary, we will access royalty free images for you;
- We will acknowledge the author and provide links to any resources or further reading as required;
- Remember our target audiences are largely people working at the grass roots of sport. We do have readers working at different levels of sport and through government and non-government agencies. Articles for the Magazine are quite short so please avoid jargon and get to the core of your article quickly. It is always a good idea to point readers to 'further reading' on your topic;
- If accepted, your article will be published in full as you have submitted it. If we need to make any changes to your article then we will liaise with you prior to publication to agree on the final copy. We will ask you to confirm your agreement to publish your article prior to publication.
- There may be reader questions come in about your article following publication. We will generally handle these but, if necessary, may contact you for any points of clarification or further advice.

The schedule for publication is below. Generally we require the article in full one week in advance of publication. You can send your article direct to manager@playbytherules.net.au

Thanks for your contribution to *Play by the Rules*.

Edition	Date
#1	20 February
#2	16 April
#3	18 June
#4	20 August
#5	15 October
#6	10 December