



*Katoomba Men's Shed*  
*Building Better Blokes*

# Newsletter editorial guidelines

This document has been produced to provide a reference for authors and editors of the Shed newsletter, with the aim of providing a consistent and professional-looking publication. It also aims to manage potential risks by setting some basic content rules.

## Title and aims

The newsletter is titled 'Noise from the Shed'. This is based on the title of an interim newsletter found among the document archives from the days before the Shed was formally incorporated.

The aims of the newsletter are, in order of priority:

1. To communicate with members who do not get email updates – the newsletter is the main regular communication with these members.
2. To further the Shed's objectives by providing a platform for the presentation of specific programs, such as Men's Health.
3. To promote the Shed to key stakeholders, including local government, local political representatives, sponsors, supporters, the AMSA and neighbouring Sheds.

## Article guidelines.

- Articles should be one page of text or less (500 words). This may be varied for articles likely to be very interesting to members, or longer articles may be published on the website, with a 'teaser' in the newsletter.
- Articles can include photographs clear diagrams or tables.
- Where possible, the author or origins of the article should be stated either at the start or end of an article.
- No politics.
- No religion.
- No contentious opinion pieces.
- Nothing offensive.
- No advertorials, although an exception may be considered for a significant sponsor.
- Articles should be relevant to the Shed and its members. This is normal practice for member newsletters of organisations.
- The editor/s may make minor editorial changes to material to fit into the newsletter layout but should not change the intent or meaning of the article without the prior approval of the author. Where feasible within the publishing deadlines, authors should be given an opportunity to review an edited article before publication. An exception is where spelling or grammatical errors are corrected in the final proofreading process, which is usually carried out just before publication.

## Regular columns and other inclusions

- President's message
- Computer club
- What's on (removed)
- Health in focus
- Feature project story
- Member profile
- About Katoomba Men's Shed – including the newsletter details.

## **Size and position of images, tables etc**

These notes are provided for the person preparing the actual newsletter and can be ignored by authors.

- Images, tables and diagrams should generally span a single column completely, with no text wrapping to the left or right of the object.
- Single column objects should be sized to 8.1 cm (957 pixels at 300 dpi) wide. At print resolution For example, images should be cropped and sized to 8.1 cm wide, at 300 dpi.
- Objects that need to wider than a single column should generally span two complete columns. They should also be placed at either the top or the bottom of the page. This is to avoid reading continuity issues with the column layout.
- Full-width objects can be sized to 17 cm (2008 pixels at 300 dpi).
- Flowing text to the left or right of images should be avoided.
- Inline images that resemble characters can be used, but should be used sparingly.