

# STOW TIMES & MORETON TIMES

## PUBLICATION & ADVERTISING GUIDE

### Copy dates

It is appreciated if copy can be received and agreed early in the month prior to distribution.

**The PREFERRED DATE for receiving copy is the 16<sup>th</sup> of the month prior to publication -**

(e.g. 16<sup>th</sup> January for the February edition.) A later date can be agreed if advertising space is reserved by the 16<sup>th</sup>. It may not be possible for contributors to receive draft copy/ to make amendments to copy accepted after that date. Draft copy will not normally be sent unless requested/ we have taken responsibility for design. Errors or omissions within the copy received by Stow Times/ Moreton Times are the responsibility of the contributor, and we cannot publish copy without charge in these instances.

**Quotations for Advertising** are given based on information received from the advertiser. We can undertake design work for advertisers, which may be subject to a design charge. Once agreed, final arrangements will be confirmed by Stow Times/ Moreton Times. If the advertiser is outside our normal distribution area a copy of the edition including the advertisement will always be sent with the invoice.

### Invoices.

All costs will be confirmed at the time of booking and arrangements for payment confirmed.

Invoices and Standing Order forms may be raised in advance of publication or when the edition has been distributed.

**As a small business we appreciate payment no later than within 15 days of the invoice date please.**

**General** Stow Times and Moreton Times are printed in full colour.

Copy is received for publication in good faith. The Editor retains the right to refuse to accept for publication any copy which may be perceived as defamatory, deliberately inaccurate, malicious or provocative. We make every effort to ensure that Copy is reproduced accurately, there may be occasions when errors and omissions are overlooked in our pre-print check. Where we are aware or are notified of the error during the month of publication, we may publish a corrected version in the next edition. We accept no responsibility for the accuracy of information provided and accepted in good faith; any issues arising from copy supplied by contributors/ advertisers will be forwarded to our contact/ the person who supplied the information to us.

Printing is contracted out to a third party. Some errors may occur during the transfer of data to our printers and also during the print process. We regret that we have no redress against these, but will do our best to rectify the error and may republish the amended copy in the next edition.

Stow Times and Moreton Times are published for distribution at the beginning of each month.

The papers are delivered to homes and businesses entirely by volunteers and we are unable to guarantee delivery dates or the condition of the paper once it has been despatched.

**Stow Times/ Moreton Times are independent newspapers**, and do not represent the views or opinions of any third party. The papers are intended to report and reflect the events and viewpoints of the residents and businesses of the towns, villages and communities within the distribution area. Both papers will report and publish the views and opinions of named individuals and groups where these can fairly be considered of interest to the readership.