

The Cotswold Times Group

Publication & Advertising Guide – 2018

Community Magazines delivered in Bourton on the Water, Chipping Norton, Moreton in Marsh & Stow on the Wold, including the surrounding villages and hamlets*.

Copy Dates

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

Our COPYDATE is always the 15th of the month prior to publication - (e.g. 15th January for the February edition.) A later date can be arranged if advertising space is booked by the 15th and we know to expect late copy. 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 are the responsibility of the contributor, and we cannot publish copy free of 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, generally by email. If the advertiser is outside our normal distribution area a copy of the edition including the advertisement will always be sent by post when the edition is distributed.

Invoices: All costs will be confirmed at the time of booking and arrangements for payment confirmed. Invoices and Standing Order forms will be raised and generally sent out by email. **As a small business we always require payment at the time of booking / when advertising is confirmed.** **Payment** can be made by telephone using a credit or debit card, online via BACS, by Direct Debit Mandate or Standing Order arrangement.

- **Late payment** (after the month of publication) will incur a loss of that months discounts and an admin surcharge of £10.

NB. We reserve the right to take debtors to court, adding charges as appropriate, if payment is still outstanding after 3 months.

General: The magazines are printed in full colour (CMYK). 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 We do not publish copy submitted anonymously. We make every effort to ensure that copy is reproduced accurately – however, there may be occasions when errors and omissions are overlooked in our pre-print check. If we are aware of/ 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.

The magazines are published for distribution at the beginning of each month and are delivered to homes and businesses entirely by local volunteers - we are unable to guarantee delivery dates or the condition of the magazines once they have been dispatched. *Magazines are delivered to communities with the assistance of local volunteers.

The Cotswold Times are independent community magazines and do not represent the views or opinions of any third party. The magazines 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. They will report and publish the views and opinions of named individuals and groups where these can fairly be considered of interest to the readership. We don't publish anonymous contributions although we can withhold a correspondent's details in some situations.

editor@cotswoldtimes.co.uk

P.O. Box 6, Stow on the Wold, GL54 1WD

tel. 07789 175002/ 01608 652299