



## The GTC Magazine Submission Guidelines

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The GTC Magazine is published annually in September by Green Templeton College for its alumni and friends. It aims to showcase the exciting work and accomplishments of its alumni and convey a sense of the diverse and distinctive activities and personalities that make up the College community in Oxford and across the world.

The Editor of the GTC Magazine welcomes ideas and suggestions from alumni for features and articles for future issues of the Magazine.

### **What subjects are of interest to the GTC Magazine readership?**

Ideas for features and articles submitted by alumni should:

- Be of broad general interest to GTC alumni who comprise medics, business people and social scientists
- Focus on professional or personal achievements of the contributor
- Have a clear link to his/her studies/research at GTC **OR**
- Demonstrate how his/her time at GTC assisted in his/her subsequent development/career
- Be distinctive and not too similar to previous features/articles in past issues of the GTC Magazine

*Please see recent issues of the GTC Magazine for examples of features and articles.*

### **How to submit an idea and what happens next**

Ideas and suggestions should be submitted by email to the Editor Sue Wilson at:  
[sue.wilson@gtc.ox.ac.uk](mailto:sue.wilson@gtc.ox.ac.uk)

Ideas will be considered by the Editorial Board and those considered to be of most interest for the Magazine's readership will be followed up. In these instances, the Board will ask for a one-page outline article in Word format, together with high-resolution photographs in .tiff or .jpeg file format.

The Editorial Board may then commission an article for the Magazine. Articles fall into two categories:

**Features** of approximately 1500 - 2000 words

**Short articles** of approximately 700 words with images as above.

### ***Before you submit an idea, please note the following important points:***

#### **Images**

- Images should be supplied as .TIFF or .JPEG files.
- All images should be high resolution – the file size should be approximately 3MB.
- Photographer credits should be supplied with the images where necessary.
- The contributor should own the copyright to all images submitted for publication. Where the contributor does not own the copyright in an image, then he/she is responsible for obtaining permission to reproduce images from other sources before submission and the source of the material should be properly acknowledged. Contributors are responsible for any copyright fees payable.

#### **Editing**

The Editor of the GTC Magazine reserves the right to edit an article for length and for style where appropriate/necessary before publication.

#### **Copyright**

By submitting an article for publication in the GTC Magazine, contributors assign copyright to Green Templeton College. Permission to reproduce material from the GTC Magazine in other publications will not be given to third parties except with the consent of the contributor.