



NW RFCA

THE NORTH WEST OF ENGLAND & THE ISLE OF MAN
RESERVE FORCES' & CADETS' ASSOCIATION

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The Volunteer Guidelines for Contributors

March 2015

1. The Volunteer is the quarterly magazine of the North West of England and the Isle of Man Reserve Forces' and Cadets' Association (NW RFCA). It is a professionally designed and produced glossy magazine which describes the activities of the Volunteer Reserve Forces and Cadet organisations in the region.
2. The Volunteer serves as both an 'in-house' magazine, informing members of the Reserve Forces and Cadets about training, operational and social opportunities, and an external magazine, raising awareness of the activities of the Reserve Forces and Cadets amongst potential recruits, employers, the chains of command and other stakeholders, and explaining how to get involved.
3. The magazine is distributed free of charge to all Reserve and Cadet Force locations in the region, the chains of command, NW RFCA Members and local authorities. Copies are also distributed to Armed Forces Career Offices, libraries, leisure centres, universities, selected job centres and schools.
4. Submissions for the Volunteer are welcomed from Reserve and Cadet units in the region. The editorial board cannot guarantee publication, but will consider each article submitted. Please send your articles and photographs via email to:
nw-volunteer@hotmail.co.uk
5. Please provide the **full name, rank (if applicable), position and location of whoever should be credited as author(s)**.
6. The Volunteer welcomes short news announcements as well as more in-depth features. Please see the following approximate guidelines for word lengths:
 - News announcements (People and Places): maximum 250 words

Royal
Naval
Reserve

Royal
Marines
Reserve

Army
Reserve

Royal
Auxiliary
Air Force

Sea
Cadet
Corps

Army
Cadet
Force

Air
Training
Corps

Combined
Cadet
Force

- Single page features: maximum 600 words
- Double page features: maximum 1400 words

7. Please provide full colour photographs wherever possible, as separate JPEG or PNG files of a **high enough resolution for publication (1MB and above)**. Stories which are not supplied with images of a high enough quality may be rejected.
8. Articles should be written in a journalistic style, not essay style, for example: begin with the conclusion, or news angle, then flesh the article out with background and detail. Try to avoid jargon where possible. When using acronyms, ensure the first mention includes a full description followed by the acronym in brackets, for example: Three Letter Acronym (TLA).
9. The Volunteer also includes a number of regular in-depth features: please see the list below. The editorial board would welcome any comments or suggestions you might have for topics for our regular features.
 - Interview(s)
 - Special Feature (4-6 page coverage of a topic, event or activity of special significance)
 - Technical Forum (2 page focus on a specific aspect of training or an item of equipment, e.g. fieldcraft skills or new vehicles)
 - Unit Focus (Reserves) (2-4 page focus on a reserve unit in the region, including history, role, current activities)
 - Unit Focus (Cadets) (2-4 page focus on a Cadet unit in the region, including history, role, current activities)
 - Skills (guest author focus on external skills and expertise, e.g. marketing)
 If you have an idea for an editorial feature or any other articles you would like to discussed, please contact Michael Sullivan by calling 0151 728 2073 or emailing nw-comms@rfca.org.uk
10. If you require any assistance with your article, or have any questions regarding the submission process, please contact Michael Sullivan by emailing nw-comms@rfca.mod.uk or calling 0151 728 2073.
11. Please see below an overview of the deadline for submissions and publication date of the next three issues of the Volunteer. Please note: these dates may be subject to change.

Volunteer 101, Summer 2015	
Deadline for submissions	Wednesday 22 April
Print and delivery	Friday 20 March

Volunteer 102, Autumn 2014	
Deadline for submissions	Wednesday 15 July
Print and delivery	Friday 21 August