



NATIONAL EMERGENCY

R e s p o n s e

OFFICIAL JOURNAL OF THE AUSTRALIAN INSTITUTE OF EMERGENCY SERVICES

MATERIAL AND DISK SPECIFICATIONS

WHEN SUPPLYING MATERIAL

- All articles (text) MUST be supplied in electronic format, fully edited, unless otherwise approved by Countrywide Media.
- We accept material in the following formats: InDesign, QuarkXPress, Illustrator, Photoshop, EPS, TIFF, JPEG, PDF, Word, RTF, or Email. Hard copy material is to be used for Images only.
- We do not accept Coreldraw, Pagemaker, Microsoft Publisher and any program not listed above.
- If you need to use any format not listed above please discuss with our production department to determine if conversion is possible.
- Please label disks clearly with Publication name and date.
- Notice must be given prior to deadline if all content is not to be supplied on time.

TRANSPORTING YOUR FILES

- Files will be accepted only via CD, email or post (images only).
- Emails including attachments should not exceed 6Mb (Images may be saved as jpgs).
- PDF files are your responsibility. We cannot alter a PDF once we receive it, so please ensure it is correct. We can not take responsibility for low resolution, bad or damaged PDF files.

IMAGES

- All digital images must be supplied as high resolution.
- Do NOT apply LZW compression, halftone screen or transfer functions when saving images in photoshop.
- Please label all hard copy images to be scanned relevant to article and where possible with captions.
- Images supplied in Word documents ARE NOT acceptable. Please supply as individual attachments.

FILE NAMING CONVENTIONS

- Please name files relevant to the article.
- Try not to name any files with obscure characters e.g.: @©™%/^® etc. Try not to have any spaces or dots on the end of the file name.
Undesired results, such as missing images, may occur as some characters are interpreted differently for PC & Mac platforms.

ILLUSTRATOR SUPPLIED ARTWORK

- Files to be saved as EPS with ALL fonts converted to outlines.

PROOF APPROVAL

- Approval or amendment to publication must be made within 48 hours of receiving file unless otherwise discussed with Countrywide Media.

QUESTIONS?

If you have any further queries please contact Production on (03) 9937 0200 or email content@cwmedia.com.au

CONTACT DETAILS

countrywidemedia

Level 2, 673 Bourke Street, Melbourne
Postal: GPO Box 2466, Melbourne, Victoria, 3001
Phone: (03) 9937 0200 **Fax:** (03) 9937 0201
Email: content@cwmedia.com.au
kmarchetti@cwmedia.com.au

PUBLICATION DEADLINES

ISSUE	MATERIAL DEADLINE	DISTRIBUTION
Winter 2009	2 June 2009	30 June 2009
Spring 2009	3 September 2009	1 October 2009
Summer 2009/2010	24 November 2009	22 December 2009

DEADLINES WHICH FALL ON A SATURDAY/SUNDAY/PUBLIC HOLIDAY MUST BE MOVED TO THE NEAREST WORKING DAY (ie: Saturday 20 March becomes Friday 19 March).