



London Museum Development

E-update – Guidance for submissions

Publication:

The e-update is normally published on a Monday (except Bank Holidays). Alternative publication dates are communicated in the previous weeks update. There will be a break over the Christmas period.

Submissions:

Items for inclusion should be sent to museumdevelopment@museumoflondon.org.uk. Items should be received by noon Friday in order to be considered for the following Monday edition. Items are prioritised. If the item has a specific time frame, please include this in the 'subject matter' in terms of 'for inclusion w/c xxxxx' and this will be accommodated where possible.

Format:

The update is kept to less than 10 pages to make it functional and is in Word format. Items submitted cannot include logos, images, varied text formats etc or attachments. Submissions should ideally be in word format so that they can be easily cut and pasted into the update and comply with lengths/ format specified for each section. Articles not received in this format may still be included where time/formatting allows.

Editing content:

The editor will edit content to ensure a more consistent look in terms of font style and size.

Content may also be edited when space is required or to clarify the information. This applies in particular to the use of 'we' to avoid any confusion that all e-update content is related to the London Museum Development programme.

Articles:

200 words maximum in Word format, preferably with a link to a web page where more information can be found and a contact email for more information.

Attachments/images/logos cannot be included.

Articles can include information on successful funding bids, sector developments, grants and funding schemes. Also news from heritage and cultural organisations such as Arts Council, Kids in Museums and Arts Fund. Please be clear which organisation the information is from and avoid the use of 'we' initially in articles.

Jobs- basic information to include:

Job title
Museum / Organisation
Closing date
Web link / Contact for further details

Plus any additional information such as salary; hours of work;
Additional information should be no more than 100 words.
Priority for inclusion is given to jobs in London/South East and jobs with a closing date of less than two weeks.

Courses/Training- information to include:

Title and organisers details
Date / Time / Venue
Booking information/link to website; email to contact for more information.
Text should be a maximum of 100 words.
No flyers or attachments.

Events:

Information in Word format. Press releases /flyers are difficult to extract data from.
Priority will be given to events in the next month if space in the e-news is limited.
Include your organisations name, title and date of event and a web link.

Conferences:

Supply the same information required as per training or a link to website/booking information. Priority is given to London/South East/Midlands and National events and events occurring within one month. Items with longer lead in times may be included in '**Save the Date**' as a listing with a web link.



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