

MANNINGHAM MATTERS

Story submission guidelines

Before submitting your story, please make sure you have read through and understand these guidelines.

Submissions are invited from community groups, schools, sporting clubs, neighbourhood groups and business associations.

While we do our best to include stories from our community, it is not always possible to include all story submissions we receive. Inclusion is subject to space availability within the magazine and meeting these guidelines.

- Council does not guarantee the publication of submissions and images provided. All information will be selected and edited to suit the publication.
- Only groups, activities and organisations whose activities occur within Manningham or have specific relevance to the residents and ratepayers of Manningham will be included.
- We do not accept advertising or promote individual businesses.
- We are unable to promote individual organisations (this includes promotion of volunteering).
- Story suggestions should be no longer than 200 words.
- Images should be more than 1MB in size and high resolution (300dpi).
- Where a photograph features people, you must have consent from those pictured. We will contact you and supply you with a photo permission form to be filled out and signed by each person pictured.
- Photographs submitted should also be accompanied by evidence that the person owning the moral rights and copyright to the photographic work permit council to reproduce the image.
- Stories that are deemed to be derogatory, defamatory or contain an incitement to violence or hatred will not be published.
- Only groups, activities and organisations whose activities are deemed non-political will be published. Political activity is defined as including, but also extending beyond, the support of political parties or of those seeking political office. Supporting or opposing a change to the law or policy is regarded as a political purpose. Attempts to sway public opinion on social issues may also be regarded as political. Therefore promotion of public meetings, lobby groups and other activities will not be accommodated in this magazine.
- Only information, groups, activities and organisations that are non-discriminatory and legal will be published.
- Council expects that any information submitted is correct and truthful.
- Council does not endorse any products, events or activities run by groups or organisations that have made submissions to Manningham Matters.
- The publication of any stories will be at the discretion of Council and Council's decision is final.

If you have any questions before you submit your story, email manninghammatters@manningham.vic.gov.au