



Photos should be of good resolution saved on jpeg. Group photos (5 MB) and individual photos (1 MB) are preferred. ♣

If the file(s) are too big to be emailed, upload and share the link from any of the many cloud storage hosting services, such as dropbox, wetransfer, Google Drive, Microsoft OneDrive, iDrive and Box. ♣ Text must be submitted through the official news reporting template via email.

♣ Reports are to be brief but informative. ♣ Include — Who, When, Where, What and a bit about Why and How.

♣ Pick a title that will engage readers.

Typed on A4 Word Document (inserted with photos). 'Normal' page margin.

- Photos also separately stored in a folder. JPG, PNG, TIF, PSD accepted.
- Text Font: Calibri, 11 point, single line spacing, one line space separang paragraphs.
- Best photo resoluon (final size): 300 pixels per inch (or 118 pixels per cm)