

Voyageur Publishing

Editorial guidelines

All copy should:

- be the author's own, original work and should be previously unpublished.
- contain only statements that are true to the best of your knowledge and belief.
- be written from a non-domiciled perspective (thus, articles should include introductions such as 'In the UK ...', 'In the US ...')
- contain original quotes, where possible. *Note:* all quotes should be as succinct as possible, and should never be more than three sentences long.

Copy should NOT:

- endorse or appear to endorse, or give prominence to, any one company, its products or services.
- include domestic references, sayings or slang that might not be understood by readers from other countries.
- contain any content that is or may be: a violation of any law, an infringement on copyright, be considered defamatory or libelous, or infringes on the legal rights of others.
- contain Web addresses.

Article style:

Articles should be given a title and an introduction consisting of no more than two sentences, and including the author's name. For example:

Power to the people

Travel insurance sales in Canada look set to boom if other provinces follow Quebec's lead. Christian Faribault looks at the pioneering use of 'distribution guides' and how they could mean additional revenue for international insurers

Feature style:

Features should be given a title and introduction consisting of no more than two sentences, and including the author's name. Features should then begin with an introductory paragraph before the first subheading. Subheadings should appear at regular intervals throughout the feature.

Editorial notes:

- use only single spacing - including after full stops
- write dates in the format 12 July 2009
- direct quotes should be in double quotation marks (“That would be preferable,” he said.) Indirect quotes should be in single quotation marks (He said that ‘it would be preferable’.)

Other:

All work should be submitted by the given deadline; otherwise, the submission can be rendered invalid.

Voyageur has the right to edit or revise any submitted work in order to make proper use of it in the magazine.

Voyageur reserves the right to use your work in all our internationally distributed magazines, as well as on our website (including the website archive).