

Amateur Radio magazine

Policy on Advertising for WIA affiliated amateur radio Clubs

Version 2017_01_18

This policy applies from 1 January 2017.

This document can be found at the bottom of the *AR* welcome webpage (<http://www.wia.org.au/members/armag/about/>).

Advertising Space

1. The space options for advertisements within *Amateur Radio* magazine (*AR*) pages are:
 - a. full page (230 x 168 mm),
 - b. half page (115 x 168 mm),
 - c. third page (235 x 52; or 76 x 1685),
 - d. sixth page (115 x 52 mm), or
 - e. twelfth page (52 x 52 mm).
2. Loose-leaf advertisements (flyers) may be delivered as inserts in *AR*. The size options for flyers are full or half page. Flyers may be single or double sided. Please note that a full page is 261 x 197 mm. A half page Flyer is 130 x 197 mm. Please ensure that your loose- leaf advertisements (flyers) are produced to these dimensions, not A4. Supply of A4 inserts will attract additional costs. Note that flyers supplied by the Club for inclusion MUST be printed on 100 gsm or heavier stock.
NB: Insertion of flyers will incur a charge for insertion and possibly for additional postage charges.
3. The magazine covers (inside or outside) are not available for Club advertising.
 4. The location of advertisements inside the magazine is decided during the final layout process, and no particular page, or position on a page, can be guaranteed.
 5. The publication of a no-charge advertisement (see Concessions at items 20, 21 & 22 below) is always subject to the availability of suitable space, to be decided at the discretion of the Editor.
 6. All bookings for Club advertisements or flyers must be made through the Secretary of Publications Committee.

Distribution

7. Advertisements in *AR* appear in all copies printed, and so their distribution cannot be restricted to one (or more) particular State(s).
8. Flyers may be inserted in all copies or in only those magazines delivered in particular State(s). Flyers will not be inserted in those magazines distributed through newsagents.

Placement of Advertisements

9. To place **advertisements** within *AR* magazine, Clubs should approach the Secretary of Publications Committee (armag@wia.org.au). The Editor will determine if the advertisement is eligible for the concession provisions of this policy. If not eligible, normal advertising rates will apply. (See items 21 to 23 below.)

10. To place inserts (loose-leaf flyers) in *AR* for publication, contact the Secretary of Publications Committee (PubCom) (armag@wia.org.au). Following registration and approval, the Club will be billed by the WIA office (WIA) prior to publication. Material to be published must be delivered to the Secretary of PubCom by the first of the prior month. Late submissions will be published in the following issue of *AR*.

Transmission of Advertising Copy

11. Space in the magazine must be booked by the first day of the month of the month prior to publication. Material to be published must be delivered to the Secretary of PubCom by the first of the prior month. Late submissions will be published in the following issue of *AR*.

12. It is strongly preferred that all advertising copy be delivered electronically, preferably email or on a USB drive.

13. Artwork should be sent in PDF format, High Resolution 300 DPI, CMYK colour profile, all fonts embedded at 100%, and at exact size of publication. Separate Diagrams and/or Photos in TIF or JPG format also delivered at 300 DPI resolution. GIF or PNG images are not accepted, as their native resolution is for web purposes and is normally 72 DPI. If diagrams are provided in BMP format, ensure that their resolution is at least 1200 DPI, Bitmap mode. These requirements will ensure that the original is faithfully reproduced during publication. If artwork is received as Microsoft Word, Excel, PowerPoint or Publisher, Clubs will be charged an additional fee for artwork preparation.

Colour Options

14. All pages within the magazine are printed in colour. It is suggested that the advertisement be prepared for colour presentation.

15. Colour may be added to flyers by the use of coloured paper, which may attract additional costs.

Artwork Preparation for Advertisements

16. If the advertising copy is fully prepared and ready for publication, no charges for artwork preparation will normally apply.

17. If the material is provided in draft form, our publishing house offers its artwork preparation and layout services to make the advertisement ready for publication. An additional fee may apply, and will vary on a case by case basis. If a Club indicates that layout services are required, the Club will be contacted with a quotation prior to publication.

Advertising Rates

18. If a Club wishes to place an advertisement for more than a half page, or require an advertisement to be published in more than a single issue of *AR*, they should contact the Secretary of PubCom to obtain the current prices. Any rates are quoted in dollars and include GST.

19. Rates for flyers depend on the size and paper used, whether single or double sided and whether delivered to all States, plus other variables. They also attract

charges for insertion at the mailing house. Prices should be negotiated with WIA on a case by case basis.

Concessions

20. One advertisement may be placed without charge in *AR*, per calendar year per Club, on the following conditions:

- a. the Club is affiliated with the WIA,
- b. the size matches one of the options listed at item 1 above, up to one Half Page, and
- c. no artwork preparation costs will be met by the WIA (see items 13 & 19).

21. No concessions are available in respect of flyers. Clubs will be invoiced for all *AR* inserts and the charges will include printing and any additional mail house and postage costs incurred as a result of the flyer. There is no limit to the number of inserts a club can include, noting that all costs will be charged to the club. Clubs should note that the current 64 page magazine with its address sheet is close to the mass limit for the current postage category. If more than one Club choose to request an insert in a given issue, additional postage costs are likely to be incurred and will be charged to the Clubs.

22. Where two or more affiliated Clubs are acting jointly in organising an event, one larger advertisement may be placed without charge within *AR*, per calendar year, by combining the individual club concessions, up to a maximum of one Full Page, instead of up to one Half Page per club. This concession is subject to space availability, but early booking can avoid that problem. Colour upgrade and artwork preparation services are available if the cost increase is met by the advertisers. The Clubs concerned may not claim any additional concessions in the same calendar year. Clubs seeking to take advantage of this concession are advised to first discuss their requirements with the Editor of *AR* at: editor@wia.org.au

Definitions

23. The Editor shall always have the right to reject, or require changes to, any advertising for any reason.

24. The content of all advertisements shall be restricted to Club activities and shall not include any material of a commercial or personal nature.

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