Technology Record

Introduction

The *Technology Record* editorial team will work with you to prepare content for the magazine. This document contains some guidelines that may be helpful for submitting source material and content for publication.

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If you have any questions or require further information, please contact the editorial team member that has been assigned to work with you.

Technology Record: editorial guidelines Introduction

General notes

- Text content should be supplied in a Microsoft Word document or by email.
- All content should be recent and relevant (i.e. related to the use of Microsoft technology in large businesses or organisations).
- Make sure content is factual and include sources where appropriate.
- We prefer articles to convey an individual's or brand's expertise or share details of products, partnerships or perspectives on industry trends, rather than be directly promotional. Readers will be more engaged with the former.
- Avoid value judgements like 'ABC is the best...'
- Our editorial team will edit all submitted content to ensure that it is grammatically correct and complies with our style guidelines.
- We will share a draft layout with you in advance of publication.

Technology Record: editorial guidelines General notes

Word counts

News articles are typically 50-100 words but can be more or less. Please provide the source material and we will write to the appropriate length.

Feature contributions are typically 100 words in length.

For all other types of articles, we typically require 300-400 words per page (we will advise the number of pages assigned), although this may change according to how we want to present image content.

Deadlines

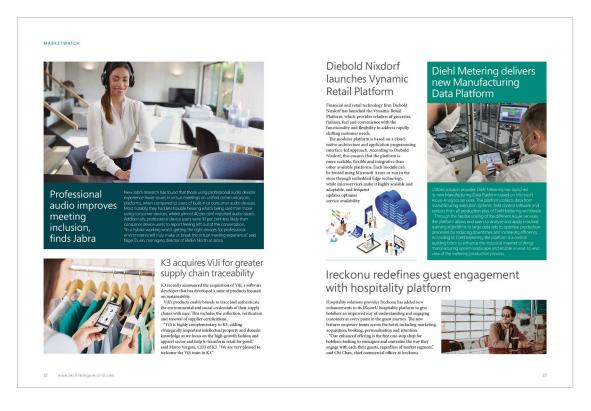
Please supply all content (text and images) as soon as you can before the deadline you have been given.

Technology Record: editorial guidelines

General notes

News

Please provide a prepared press release or a short summary of facts. A member of our editorial team will write the article based on the information you supply, and let you know if they have any questions.





Feature contribution

Our magazine feature stories often include perspectives from representatives of Microsoft partners who have expertise and experience in the topic. These are usually included as stand-alone pieces within the feature pages, Our editorial team will provide guidance on topic and length.





Case study

Our case studies tell the story of a customer implementation of your solution. If you have already prepared full case study text, please provide the text and we will edit it to fit the space available. If you do not have case study text available, a member of our editorial team can work with you and your customer to create the story. For this, we would initially need a brief summary of the project, outlining the customer, the business challenge, the solution and benefits.





Interview

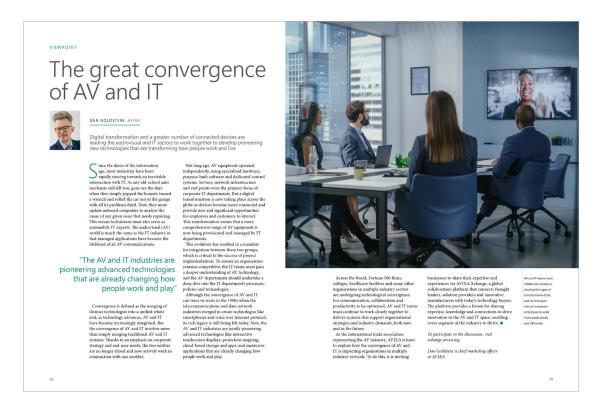
A member of our editorial team will conduct an interview (via email or Microsoft Teams) with a senior executive from your company to discuss an agreed topic. This could relate to trends in the industry, specific Microsoft products or your own products.





Viewpoint

Our viewpoint articles provide the author's perspective on a certain topic, so would be bylined to a member of your organisation. It should be written with a first-person narrative (i.e. it can use words like 'I' or 'we') and be quite conversational in tone. They will close with a short statement explaining the author's credentials (e.g. John Smith is CEO at ABC).





Supporting images

Almost every article in *Technology Record* will include some kind of image content.

Our strong preference is for imagery to be 'real'. For example, we could include photos of your customer's employees at work, ideally with your solutions being used.

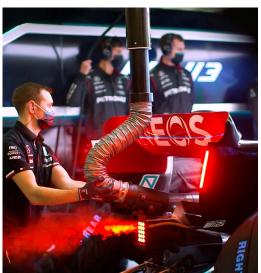
Alternatively, you may be able to provide images that incorporate your customer's branding, such as their shop/ office frontage or branded vehicles.

If you are unable to provide any relevant imagery, and we cannot source a suitable from elsewhere, we will revert to our library of stock photography, or create an illustrative theme.

Please note that we do not include sponsor company logos on content pages (although will require them for our Sponsor and Featured Partners pages).







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Headshots

For viewpoint articles and interviews, please provide a high resolution image of the author/interviewee.

These can be formal portraits or, for interviews in particular, can show the individual in a working environment, or in a variety of 'conversational' poses.

Additional notes for all imagery:

- Please only supply images if you own the copyright or have permission for use.
- Please advise the photographer or license owner name so we can credit imagery correctly.
- If images are too large to send by email, consider a file transfer service like OneDrive.









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