

# SCOTTISH PLANNER

## NOTES FOR CONTRIBUTORS

The Scottish Planner is the bimonthly journal of the Royal Town Planning Institute in Scotland. These notes give some ideas about the content, style and format that we're looking for in contributions.

For further information the RTPI in Scotland office on 0131 226 1959.

Contributions should preferably be emailed to us at [scotland@rtpi.org.uk](mailto:scotland@rtpi.org.uk), marked for Scottish Planner. If electronic mailing is not possible, please send your hard copy to the Editor, The Scottish Planner, RTPI in Scotland, 57 Melville Street, Edinburgh, EH3 7HL, or fax it to 0131 226 1909.

### Content

We welcome articles, photographs and illustrations on a wide variety of planning and planning-related topics, with particular reference to the Scottish planning scene. Examples of good planning practice (including case studies) are particularly welcome. **We will only use original articles**, so please let us know if your article has been submitted to (or has appeared in) another publication, especially the planning press. Please note that we are unable to include any job adverts.

### Length and Style

Space is at a premium! A single page article for example should be no more than 750 words, or 650 with a photo. **Please include a word count**. Smaller news items or letters are also welcome. We prefer a less academic, more journalistic style of writing. Photographs (or other artwork, eg a plan or logo) are desirable for a single page article and essential for anything longer. Photographs may be submitted as prints, slides or digital form and will be returned. If using the latter, please discuss with us first.

### Format

We use Office 2003 but most PC word processing packages can be accepted. **Please do not pre-format articles** – the text should be sent in as 'raw' a state as possible. Don't forget to label any disk and let us know if you need it back. All materials are submitted at your own risk – although we haven't lost anything yet!

### Other information

The Scottish Planner is prepared from the RTPI in Scotland office. Printing and postage are met by advertising and Institute funds and it is therefore regretted that payment cannot be made for contributions. If you wish to advertise in the Scottish Planner, contact Design Links on 0131 554 2807. We will also accept relevant inserts, for which a charge is made. Contact the office for further information.

Finally, contributions are always welcome but due to space restrictions, we cannot guarantee they will always be included in the next issue. You are also warned that all articles may be subject to editing – and the Editor's decision is final! Any opinions, however, will remain attributed to the author and not to the Institute. Thanks for your support.