

The ideal format for submission of copy for the YINN Magazine, using Microsoft Word is: -

- A4 page size
- “Moderate” margins in the “layout” tab
- Single line spacing
- UK English as the “proofing language” in the “Review” settings
- Always use upper and lower-case fonts in the title, not block capitals.
- Keep to 225 words for a half page to allow for illustration and titles
- Keep to 525 words for a single page to allow for illustration and titles
- For a two-page article, keep to 1,100 words to allow for illustration and titles
- Use the word count facility in the review tab to check length.
- Illustrations will be very helpful but ensure that the quality of the images is sufficient for good reproduction.
- Provide captions for illustration.