

logo, photo, article & list submission guidelines

Due Dates:

The due date for all custom logos, articles and/or mailing lists is the 25th of the month, two months prior to the month of publication.

- January issue = November 25
- May issue = March 25
- September issue = July 25
- March issue = January 25
- July issue = May 25
- November issue = September 25

You will also receive an e-mail each issue from our Personalization Specialists reminding you of the upcoming deadline date.

How to Submit Your Custom Logo:

Please send us the logo you'd like used on the cover page of eMazine — .jpg, .tif, .gif, .eps are all accepted. There are no color restrictions.

- Logos must sent at the size they will be used or larger. We cannot accept 72 dpi logos that are less than 200 pixels wide. (This assumes the logo will be a one-column width.)
- In addition, if logos are to be used on a colored background, or in the masthead, we will need a vector .eps file that we can modify to add the proper color background.
- We will need to receive your logo by the due date described above.

You only need to submit your logo once. We will design the masthead area of eMazine and send you a mock-up for approval prior to your first issue. We will continue to use this design until you make a change. If a change is made to the original design, a \$75 fee will be charged.

How to Submit Your Photos:

Please submit your photo(s) as a .jpg or .tif. There are no color restrictions.

- Photos must be sent at the size they will be used or larger. We cannot accept 72 dpi photos that are less than 200 pixels wide. (This assumes that the photo will be a one-column width).
- We will need to receive your logo by the due date described above.

How to Submit Your Custom Articles:

Please e-mail your articles to personalization@HopeHealth.com. Please send your articles in a Word document (.doc or .txt), PDF document, or pasted directly into an e-mail by the appropriate deadline date listed above. Name your file as your client #.

We cannot accept Publisher, Excel or PowerPoint documents. Please clearly mark headlines, subheads and separate articles.

Please follow these word counts for your custom articles:

- One-column article on page 2, 3, 4, or 5 (right-hand column) = 150 – 200 words, maximum
- Full page = [click here](#) to view layout options and word counts

We will typeset your article, add appropriate visual elements or photographs, if necessary, and provide you with a proof for final approval.

How to Submit Your e-Mail List:

If you would like for us to handle the e-mail blast of eMazine to your readers, please submit your e-mail addresses in an Excel file. List should be broken into 2 columns: first name/email address. Name your file with your client #.xls. Please submit your mailing list by the appropriate due date as described above.

You will need to submit a new mailing list each issue.