



VoiceBox

Ladies Association of British Barbershop Singers
www.labbs.org.uk

VoiceBox Contributors' Guide

VoiceBox is a quarterly magazine published by LABBS. All LABBS members, clubs and quartets are encouraged to contribute, and should send their submissions to the editor at voicebox@labbs.org.uk. Your submission will be acknowledged, so do keep an eye on your emails to be sure we've received it.

Content

We'd love to hear what every club and quartet has been up to, for each edition. That might be a singout or event you've attended, or perhaps you have new chorus t-shirts you would like to show off. Maybe you've reached a milestone or have been toasting an achievement. If you have news of any kind, we want to hear about it! Club At Large members are welcome to contribute, too.

Copy deadlines are the last Friday in January, April and July, and the Friday following LABBS' Convention. The last edition of the year is published on quite a tight timescale between Convention and Christmas, so if you're able to submit copy in the first half of October it's very much appreciated (but the Friday following Convention is still OK if you can't manage earlier).

Articles

Articles can be up to 350 words in length. If you would like to submit an article longer than 350 words, please contact the editor before submission.

Articles can be sent as either Word documents, as text typed straight into the body of your email, or sent via a file-sharing platform (e.g. GDrive, Dropbox, WeTransfer). Please don't format your article as the printer does that for us; plain text is fine.

A headline for your article is always welcome, but don't worry if you can't think of one; we can write it for you.

Links to other websites (e.g. your website, social media page, YouTube), can be included. Please paste the relevant link into your article where you would like it to appear.

There is a standard format for credit so please ensure you include the name of the person who wrote the article, their role (or voice part where they don't have a defined role), and the club or quartet name.

Please be aware that the editor may edit your article to make it suitable for publication.

Photos

Articles can be accompanied by up to two photos. If you would like to submit more than two photos, please contact the editor before submission.

Photos must be original, unedited/uncropped images taken on a phone or camera. Please don't send screenshots, photos downloaded/saved from social media pages or websites, or photos which have been through a messaging app (e.g. WhatsApp, Messenger) as they will not reproduce well and so are unsuitable. Before sending your photo, please zoom into the image until it approximates A5 and check that it is still sharp.

Photos should be sent as an attachment to your email or can be sent via a file-sharing platform (e.g. GDrive, Dropbox, WeTransfer). Please don't embed images into your article or the body of your email.

If someone else has the original image in the photo album of their phone or saved on their computer, they are welcome to send it to the editor direct. Please ask them to include a short message which states which chorus or quartet the image relates to.

When sending your photos, please remember to say who is in them (left to right). If you would like a specific caption to be used for your photo, please use that caption for the photo file name. Alternatively, you're welcome to include details of the caption in your email, letting the editor know which photo it refers to (please reference the photo file name).

Photos with extended captions are also welcome if you'd prefer not to write an article.

Please be aware that the editor may edit your photos to make them suitable for publication.

Advertising

Quarter, half, and full page advertisements are welcome, with discounted rates available for LABBS members. Please visit the [VoiceBox page of the LABBS website](#) for current rates.

Advertisers are asked to note the following:

- With the exception of advertisements for Musical Directors for LABBS clubs, all advertisements are chargeable.
- Where an advertisement is submitted in the form of an image, the guidance noted in the *Photos* section above must be followed.
- The editor may decline to publish an advertisement if they believe it is not in keeping with LABBS' aims and objectives, if it may cause LABBS reputational harm, or if it is in poor taste.

Further help and guidance

If you'd like some guidance on taking photos or writing an article, LABBS has produced some short 'how to' videos guides:

[Introduction](#)

[Content](#)

[Photography](#)

[Copywriting](#)

If you'd like to look through the current or past editions of VoiceBox for inspiration, you can find them on the [VoiceBox page of the LABBS website](#).

If you have any further questions or queries about submitting to VoiceBox, please contact the editor at voicebox@labbs.org.uk.

Publication

VoiceBox is available to the general public in a digital format on our [website](#) and [Facebook page](#).

LABBS members may request a hard copy by contacting the editor at voicebox@labbs.org.uk. LABBS members may also be added to, or removed from, the hard copy mailing list by contacting LABBS' Membership Director at membership@labbs.org.uk.

