

## VoiceBox Contributor's 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](mailto:voicebox@labbs.org.uk). Deadlines for submissions are the last Fridays in January, April and July, and the Friday following Convention.

Your submission will be acknowledged, so do keep an eye on your emails to be sure we have received it.

### Content

We would love to hear what every club and quartet has been up to, for each edition. That might be a singout or event you have attended, or perhaps you have new chorus t-shirts you would like to show off. Maybe you have reached a milestone, or you have been toasting an achievement. If you have news of any kind, we want to hear about it!

### Photos

- Please say who is in the photo, and what they are doing. Captions for your photos are always welcome too.
- Photos submitted for publication **must** be 1MB or larger. Original images from a phone or camera should satisfy this requirement. Please note, images downloaded from social media pages or websites will usually be less than 1MB and so will not reproduce well.
- Please email your photos as an attachment to your email and avoid embedding them into the text of your article.

### Articles

- Articles should have a word count of no more than 350 words, unless agreed in advance with the editor.
- Try to give your article a short headline which sums up its content.
- Start your article with an interesting intro. What makes your story appealing? What is the message you are trying to get across? A snappy intro is more likely to engage readers, so don't make it too long and involved – you have plenty more paragraphs in which to expand and explain.
- Try to keep language relaxed and friendly. Not social media chatty, but not over-formal either.
- Please include the author's name, role, and chorus or quartet name, so that the correct person can be credited.
- Please don't format your text with fancy fonts or emojis.
- Please send one or two photos to accompany your article.

### Stuck?

- If you are not sure what to write or photograph, check out [past editions of VoiceBox](#) for inspiration.
- You don't need to write an article. A captioned photo on its own is just as welcome.
- Have a look at the VoiceBox Contributor's Guide videos on the LABBS YouTube channel:
  - [Intro](#)
  - [Content](#)
  - [Photography](#)
  - [Copywriting](#)
- If in doubt, [email](#) the editor, who is happy to offer advice and guidance to contributors.