**PMG Journal Contribution Template (Basic - for short submissions, such as case studies)**

Please format all text in 11 point Times New Roman, justified. Please indicate paragraph titles by typing them in **bold** type. You may find it easiest to write your article in Word and then cut-and-paste it into this template. You may then either submit the completed template, or forward it as an electronic attachment to [pmgadmin@btinternet.com](mailto:pmgadmin@btinternet.com).

|  |  |
| --- | --- |
| **Article Title** |  |
| **Author’s Name** |  |
| **Article Abstract/Introduction** *(50 to 100 words depending on the length of the article)* |  |
| **Key words** (maximum 6 words / phrases) |  |
| **Article Text**  *(500 – 2000 words)*  **Extras**  **1.** Supply photographs and tables as separate files (e.g. EPS, TIFF, JPEG), and label these files to match their legend.  **2.** If there are references, include them within the text as follows:  (Cousins & Clarke 2006)  If more than 2 authors:  (Cousins et al 2008).  Then list them **alphabetically** at the end of your article. Please refer to our Guidelines for References. |  |
| **Author’s Email Address** |  |
| **Author’s Telephone Number** |  |
| **Author’s Fax Number** |  |
| **Author’s Mobile Number** |  |

Please forward your article as an electronic attachment to [pmgadmin@btinternet.com](mailto:pmgadmin@btinternet.com) or click on SUBMIT.

The PMG editorial team reserves the right to amend articles during proofing, but will consult contributors where necessary.

We thank you very much on behalf of the group for submitting your article – your contribution is greatly appreciated. *PMG Publications and Marketing sub-committee*