



Ontario Planning Journal—Editorial Policy

The Ontario Professional Planners Institute (OPPI) welcomes articles from planners and individuals working in planning or a related field for the bi-monthly journal—Ontario Planning Journal.

Proposed articles or other submissions may be forwarded by email to the editor at editor@ontarioplanners.on.ca in a format consistent with these guidelines and, as appropriate, accompanied by high resolution images.

Article & file name

Please ensure you give the article a suitable title and use that following your last name as the electronic file name when submitting (i.e., *file name: lastname_title.doc*). Be sure to include your name and contact information in the file as it will get downloaded and thus separated from the email.

Content

The editor and publisher ultimately determine the content of the publication, including your article, and reserve the right to reject any submission, or to edit your submission for length, content that may have been covered in a previous article, inappropriate or inaccurate information for the interest of our members. As a general policy, articles previously published in other periodicals or newsletters will not be republished in OPJ.

Style

With the exception of bold and italics all formatting codes must be omitted. For example: remove any codes for centering, tabs, footnotes, graphic lines, underlining, style and font changes, line spacing, pagination, redlining, etc. (A formatted version of the article may be attached.) Articles should avoid the use of legal and technical jargon; if used, acronyms must be spelled out in full on the first reference.

Length

Articles may vary in length with feature articles being in the order of 1,500 words and book reviews being around 300-500 words. While articles should be submitted in the length it takes to cover the topic, concise articles are best.

Author notes

Authors are responsible for the accuracy of all information, references and attributions contained in a submitted article. Authors will be identified in the `by line` by name and credentials. A short bio (typically one sentence) will be included at the end of the article indicating title, company and professional affiliation as relevant to subject of article. Please submit this information with your article.

Copy due dates

Issue	Due Date	Issue	Due Date
January/February	November 15 th	July/August	May 15 th
March/April	January 15 th	September/October	July 15 th
May/June	March 15 th	November/December	September 15 th



Photos/Images

Photographs must be submitted digitally by email or on a photo CD. Do NOT submit images embedded in the text file. Digital photos must be in a high resolution format (300 dpi), suitable for print in any of the following four formats: jpg, psd, tiff, eps. (Expect the uncompressed file to be several megabytes in size, not kilobytes.) All images must be accompanied by a short suggested caption and its source.

Please send the highest resolution image file you have (e.g., TIF, GIF, PNG formats, preferably not JPG), before it may have been used in another document (e.g., PowerPoint, Word, PDF) or used on the web. If you can, also send the original vector file, e.g., EPS, Illustrator, InDesign CS3 formats, in which it was drawn.

As a guide, for an image to print 5 inches across, it should be about 1500 pixels wide. If text or details aren't legible when viewed at this size, enlarge them in the originating program. Do not enlarge an image file to make it 300 dpi after it has been created.

Avoid saving diagrams, logos, charts or graphs as JPGs.

If you are planning to take an image using a digital camera, please ensure your camera is set for the maximum memory that the camera settings provide per image. Following are some tips to ensure the best possible reproduction:

- The smallest quantity of pictures for the memory card will ensure a larger amount of memory per picture, thus raising the resolution.
- A 4 x 6" image, in full colour, at 300 dpi should take approximately 3 to 4 M (megabytes) of memory.
- If you are taking a portrait, ensure the subject is standing or sitting in front of a simple, plain background.
- If the camera is measuring your picture's size in KB (kilobytes), it is NOT high resolution.
- DO NOT submit pictures taken off a website for print reproduction. The 72 dpi resolution of a website is not high enough and thus will not hold clearly in the printing process.

Hard copies (i.e., magazine covers, photographs, illustrations, etc.) for scanning by the Art Director in the proper 300 dpi resolution, may be sent by overnight courier to:

Ontario Professional Planners Institute
201 - 234 Eglinton Ave. E.
Toronto, ON M4P 1K5
Attn: Vicki Alton
416.483.1873 or 1.800.668.1448 or info@ontarioplanners.on.ca

If you are sending hard copies of images, please note this in the email to the editor with the text article. If requested, originals may be returned.

**Thank you for your interest in contributing an article
to the *Ontario Planning Journal*.**