

# ACVO E-Bulletin Guidelines

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The E-Bulletin will keep you up-to-date with the latest news, consultations, funding opportunities, jobs, volunteering opportunities and forthcoming events in the public and third/voluntary sector.

The E-Bulletin is sent out every Friday to over 2,000 subscribers. It is **free for third sector organisations to advertise news, services and events** in the E-Bulletin; the deadline for submitting content is every **Thursday at noon**.

## Format for Articles/Advertisements:

- Maximum word count: 500
- Text only submissions will take the E-Bulletin's branding.
- Poster/Advert Submissions: Maximum size:
  - One A4 page – portrait adverts
  - One A5 page – landscape adverts
- Please note: All submissions must be received in their FINAL format ready for publication.
- All articles/advertisements must meet the criteria and be relevant to the Third Sector to be included. Articles are subject to the approval of the E-Bulletin Editor, [Alasdair Simpson, Communications Officer](#) and availability of space. Please submit articles using the details below.
- To avoid repetition, adverts will be accepted for inclusion in a maximum of two consecutive issues. Adverts can be re-submitted at a later date subject to space.
- We cannot accept opinion pieces, all contributions must be factual and it is the contributors responsibility to ensure all details are correct.

## Non-Third Sector Advertising:

- Articles/adverts must be directly relevant to the third sector.
- Charges apply – see page 2.

## Copyright of Images:

- It is the client's responsibility to ensure that they have the permission of the copyright holder to use any text, images, multimedia files or other content.
- When including images of children, young people or other vulnerable people, the client must ensure that they have the appropriate permission of the parent, carer or guardian.

**For more information, please contact:**

**Alasdair Simpson**  
**Communications Officer**  
**Aberdeen Council of Voluntary Organisations (ACVO)**  
**Greyfriars House, Gallowgate, Aberdeen, AB10 1LU**  
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# ACVO E-Bulletin – Advertising Prices

## Cost (£) per advert

Services & Events	Third Sector and Public Sector		Private Sector	
Advert (Up to full page A4)	Free		£100 per advert*	
<b>Job Vacancies</b> <small>(Third Sector &amp; CPP only)</small>	<b>Third Sector</b>		<b>Community Planning Aberdeen Partners</b>	
Advert (Up to full page A4)	Member	£50 per advert	Member	£100 per advert
	Non-Member	£100 per advert	Non-Member	£150 per advert

*Fees introduced on the 1<sup>st</sup> April 2013.*