

CONTRIBUTOR GUIDANCE

Our Suffolk – Issue One: State of the Sector 2025

Publication date: May 2026

Thank you for considering contributing to the inaugural edition of our new flagship publication for Suffolk's voluntary and community sector.

This first issue is themed State of the Sector 2025, exploring finance, volunteering, demand, commissioning and the wider policy context.

To ensure consistency and readability, please note the guidance below.

TONE & APPROACH

We are looking for writing that is:

- Clear and accessible
- Evidence-informed where possible
- Constructive and forward-looking
- Written for a broad VCSE audience

This is a sector publication, not a promotional brochure. Please avoid overt marketing language or organisational self-promotion.

STYLE NOTES

- Use plain English.
- Short paragraphs.
- Include subheadings where helpful.
- Avoid excessive jargon or acronyms.
- Where referencing data, cite the source.

SUBMISSION REQUIREMENTS

Please provide:

- Final text in Word format
- A short author bio (50–75 words)
- A high-resolution headshot (if relevant)
- Any relevant links

EDITORIAL PROCESS

All contributions will be:

- Edited for clarity and length
- Fact-checked where appropriate
- Shared for final approval prior to publication

We reserve the right to shorten or reshape content to meet layout and style requirements.



WORD COUNT GUIDE

Please adhere closely to the requested word count to support layout planning.

EXPERT VOICE COLUMN

400 words – Insight-led, opinion-informed, practical implications welcome.

SINGLE-PAGE FEATURE

Circa 600 words – Structured with subheadings where helpful.

DOUBLE-PAGE FEATURE

Circa 1200 words – Clear sections, data or case examples encouraged.

INTERVIEW CONTRIBUTIONS

Responses may be longer, but final edit will be approx. 1,500 words total.

NEWS ITEMS

150-400 words depending on placement. Concise and factual.

If unsure, please confirm your word count allocation before drafting.