



Guidelines for uploading news and events onto

www.ruralnetworkni.org.uk

Some important information to note when contributing to the website:

- Content uploaded should be relevant to the aims of the Network, and/or to rural development and/or to the wider rural community.
- Please complete each section as fully as possible, whilst noting the character limits where applicable.
- Content uploaded to the website will be subject to approval and authorisation prior to publishing on the website. The Network Support Unit will publish as soon as possible after submission.
- Each news article must have an accompanying image. We would appreciate if you could supply a relevant image (jpeg format). If you cannot supply a photo, the Network Support Unit will choose a relevant image from its stock pile or use a template image. However, please note, *first preference* is for you to submit an appropriate image with your article. Event submissions do not require an image but can be included if available.
- Avoid use of special characters such as '£, &, /, !' within the 'headline' field of a news article or event 'title'.
- Do not use the website to sell services or products.
- Do not post any third-party material that infringes any legal rights, such as copyright.
- The Network Support Unit/Rural Network NI reserves the right to make any changes to news articles or events submissions.