

## Publication Guidelines

As per January 2016; subject to change



### Deadlines/ Delivery Dates for your promotional material + articles

5 working days prior to the advertising deadline, about 6 weeks before publication (You can find a list of all deadlines + topics in our editorial schedule at [www.cossma.com/rates](http://www.cossma.com/rates))

### File Format for Text

Please send your article for COSSMA magazine **in a Word file** directly to [angelika.meiss@health-and-beauty.com](mailto:angelika.meiss@health-and-beauty.com).

**IMPORTANT:** Please **DO NOT** include pictures or charts that you want to be published with your article **IN** that word file, but send them as separate image files (1 file per picture). Please mind that the images should be print resolution (min. 300 dpi)

### Text length / number of characters

Your COSSMA article to cover about 1-2 finished pages in COSSMA magazine should be **between 2,000 and 8,000 characters** long (i.e. 2,000 – 8,000 keystrokes incl. spaces). Shorter texts (for example for product news) are of course also possible.

### Language version

Please send articles in **English**. The translation will be checked by our specialized team of translators. Those native speakers may also edit texts of non-native speakers.

### Picture files / Portrait of Author:

If your article is to be published, we would also need **a photo of the author in printable quality** as well as photos for illustration if available. Please send the images as **separate files** (jpg, esp., tif or similar – NOT embedded into the word file!) and please make sure that they have a **minimum resolution of 300 dpi**.

Files **up to 7 MB** can be sent via e-mail to [angelika.meiss@health-and-beauty.com](mailto:angelika.meiss@health-and-beauty.com)

If your **file is bigger than 7 MB**, you can simply upload it to the following address: <http://www.cossma.com/en/spezielseiten/upload.html>

Just send us a short email (see above) to advise me of the fact that you have successfully uploaded your data.

### Editing/ Checking for Approval

The COSSMA editorial team will **check your article** after they have received it. If COSSMA decides to publish your article, it will be **adapted for publication** and will then be **sent to you for approval**. If your article is chosen for publication, this is of course **totally free of charge for you as an author**.

Please bear in mind that due to technical reasons, the approval process is **only possible for longer articles** where you will be mentioned as an author, but is NOT possible for short product news or press information.

**If you have any further questions, please do not hesitate to contact [angelika.meiss@health-and-beauty.com](mailto:angelika.meiss@health-and-beauty.com), phone +49 7243 7278 169, fax +49 7243 7278 227**