COSSMA
COSMETICS, TRENDS, TECHNOLOGY

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PUBLICATION GUIDELINES FOR EDITORIAL CONTRIBUTION

Deadlines/delivery dates for your promotional material + technical 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
File format for text and pictures/graphs	Please send your article for COSSMA magazine in a word file to: kathrin.koehler@health-and-beauty.com Please make sure that all your office documents are saved in the current file formats, i.e., docx, xlsx, pptx – we can no longer receive "older" files in doc, xls, or ppt formats. **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 **technical article** to cover about 1 – 4 finished pages in COSSMA magazine should be between 3,000 – 10,000 characters long (i.e., keystrokes incl. spaces). For **news** (market + company, products and personal) please send a text with up to 600 characters and 1 picture.
Language version	Please send articles in English. The translation is checked by specialised lectors (native speakers).
Picture files/portrait of author:	If your technical article is to be published, we 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 of 300 dpi.
Editing/checking for approval	The COSSMA editorial team will check your article after they have received it. If your specialist article is chosen for publication, it will be adapted to the editorial and layout specifications and sent to you for approval (only if you are named as the author, no approval with short product news). If your article is selected for publication, it is completely free of charge for you as an author. The editors reserve the right to publish or quote articles in abbreviated form and to illustrate the specialist articles themselves. **Technical articles** must be written in a **product-neutral** manner. Advertising messages and PR wording (e. g. such as writing in capitals) are edited and removed by the editorial team. Trade names, brand names, product names etc. may not be mentioned as such in specialist articles. If it is important to distinguish them, they can be added as footnotes to the references. In **product news** it is possible to **mention trade, brand, and product names** in product news; labelling (e.g., with ™, ®) is not possible. Product names and brands can be legally protected, even if they are not marked as such in the magazine. The spelling of brand names is adapted to the layout specifications of the COSSMA magazine. If PR articles are published, they are marked with "Advertisement" and are subject to a charge. Trade, brand, and product names can be mentioned here. For further information and offers, please contact Dorothea Michaelis.

By submitting your article, you accept the editorial guidelines.
If you have any further editorial questions, please contact kathrin.koehler@health-and-beauty.com