Victoria’s Planning News is the only monthly publication in Australia aimed specifically at planners. The journal is distributed to members and subscribers and read by countless others. There are 11 issues a year, with no publication in January.

This policy sets out the following guidelines for contributions to Planning News:

1. The editor/s have the discretion to accept or reject any material submitted for publishing.

2. Statements of opinion expressed in Planning News are not necessarily those of the Planning Institute Australia Victoria Division and no responsibility can be accepted in respect of the opinion of any contributor.

3. All articles, photographs, advertising and artwork must be submitted by the 15th day of each month. Letters may be accepted until the 20th day of the month. Planning News has a tight monthly turn-around. All material submitted after this date will not be printed in the next issue. It is intended that the publication will be delivered in the first week of the following month. To avoid issues being delivered late, the editors may substitute articles for all content, including PIA office holders, where submitted after these deadlines.

4. Contributions, including letters to the editor must be sent as a Word document via email directly to the editor/s: pneditors@planning.org.au

5. Regular contributors are encouraged to supply a portrait photograph of themselves to accompany their article. Articles should carry the contributor’s name at the head of the article and include a brief (usually one sentence) outline of the author’s position title/background (eg: “John Mendoza is Director of Mendoza Consulting.”)

6. No material published in Planning News shall be reproduced in any other publication without the full consent of the editor/s. Where material is submitted to Planning News concurrent with other publications, the editors must be advised. This is to ensure the integrity of the publication and to avoid copyright issues.

7. There are four types of material published in Planning News:
   - **Feature Articles** - of a length 750 – 1,500 words images/illustrations welcome. Articles of longer than 1,500 words may be published where of exceptional interest; contributors contemplating an article of such length should consult the editors.
   - **News articles and short articles**
     - 750 words = 1 page. Plus author’s colour portrait photo, plus images to go with the article
     - 1,500 words = 2 pages. Plus author’s colour portrait photo, plus images to go with the article
Advertisements – See below for advertising details.

Regular columns – including PIA and government office holders, and other regular columnists.

Regular columns will not all be published every month due to space constraints and the decision will be made at the discretion of the editor/s at the time based upon newsworthiness, innovation and quality of writing. The editor/s will do their best to see all accepted material published within 3 months of submission.

8. All Word files are to be supplied in plain font (Arial 10 - 12 point) with single spaces between sentences and single returns between paragraphs. All titles should be title case (not uppercase).

9. Contributors are strongly encouraged to supply images for use in their articles to improve presentation and visual interest. Supplied images (photos, illustrations, charts etc.) must be of reasonable quality and resolution and able to be lawfully reproduced in the magazine. Images can be supplied as high resolution .jpg files. Ideally images should be supplied as 300dpi at actual final printed size in magazine: for example a portrait-oriented image to appear as a quarter page sized image ideally should be 1700 pixels high (check with editors if unsure). Images are to be supplied as separate files - not embedded in Word files. Where charts are supplied, original format files (eg Excel spreadsheets) should be provided to allow the editors to adjust for readability if necessary.

10. Planning News carries articles of varying styles, and citations styles are accordingly flexible. For non-academic style features (eg news articles, opinion pieces etc), references to other works should usually be incorporated into the text. For example:

The design for the latest addition to Melbourne’s skyline leaves much to be desired. In her book The Death and Life of Great American Cities, Jane Jacobs talked of “The Great Blight of Dullness.” Here we see that blight given vertical form.

In some cases the style of article, or the need to cite multiple sources without breaking up the text, may make academic-style citations appropriate. In such cases the preferred format is endnotes with full citations following the Chicago Manual of Style. A separate reference list is not required. For example, for an in-text reference such as this:

There have been a number of detailed histories of suburbia from 1850 to the present. ¹ The history of small towns in the same period, however, is comparatively undocumented.

A full Chicago style endnote for this example would be in the following format:


Guidance on the Chicago style can be found at www.chicagomanualofstyle.org Many software programs will automatically generate Chicago-style citations, including Microsoft Word and Zotero (www.zotero.org)
Planning News articles can usually be cited in-text with reference to title and date (eg “Frank Smith, in his article in October’s Planning News”) but if academic citations are used the magazine can be cited using volume and issue in accordance with Chicago Style.

11. Contributors retain copyright. However, by contributing their work to Planning News, contributors licence the Planning Institute to reproduce the work in the print magazine and through digital reproductions of the print magazine.

Advertising Guidelines

All advertising is to be authorised and processed via the PIA Victoria office. The Planning News Advertising Rate Card is available on the website. For enquiries or to make a booking, please contact PIA Victoria on 03 9654 3777 or vic@planning.org.au

1. Adverts must be supplied as .pdf files and should be press optimised, actual size (see size specifications below), converted to CMYK with all fonts embedded (no RGB pdf’s). Use 100% black in place of CMYK / RGB black.

2. Advert sizes

- Business Card - portrait - 62(h) x 81(w) mm
- 1/4 page vertical - 130(h) x 81(w) mm
- 1/4 page horizontal - 62(h) x 168(w) mm
- 1/2 page horizontal - 130(h) x 168(w) mm
- 1/2 page vertical - 267(h) x 81(w) mm
- Full page colour adverts - 297(h) x 210(w) mm