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## PROCEDURE FOR SUBMITTING ADVERTS ON DISK OR VIA E-MAIL

NDT News accepts advertisements produced electronically, submitted on disk, and sent via e-mail ([ndtnews@bindt.org](mailto:ndtnews@bindt.org)).

NDT News's production is Apple Macintosh-based; we accept ads created with IBM applications, but we do have to transfer the files across to the Apple platform for our desk-top publishing (DTP) process.

The following of these guidelines usually obviates any problems, but occasionally there are difficulties experienced in transferring across platforms, particularly with Word documents containing embedded graphics, hence these should be avoided.

We use InDesign, Photoshop and Illustrator for the production of NDT News.

One of today's most popular design programs such as QuarkXPress, InDesign, PageMaker, Photoshop, FreeHand or Illustrator should be used to create your ad. Portable Document Format (PDF) files are also accepted, but in all cases the fonts should be embedded or supplied. We respect and comply with copyright conditions regarding fonts.

NDT News is a mono-only publication, except for the quarterly extended-circulation issues in March, June, September and December when full-colour advertisements are accepted.

A report indicating the name of the file and the application or applications used to create the advertisement should be included. Also, include a print-out of the ad and all fonts, EPS files and TIFF files. Your report needs to specify ad size and all applicable information.

For mechanical data, including trim and bleed sizes, refer to the Advertising Rates & Data Card.

### Website advertising

NDT News advertisers qualify for free advertising on the [www.bindt.org](http://www.bindt.org) website for the period of their contract.

Recruitment advertisers automatically have their ad posted in the 'Jobs' section of the website for one month from the date received or until we are advised that the vacancy is filled.

For further information contact David Gilbert on +44 (0)1604 89 3811.