



# THE FIRE BRIGADE SOCIETY

## PUBLICATION CONDITIONS

### INTRODUCTION

The following conditions cover all publications of The Fire Brigade Society, including Special Publications, Newsletters and Society web news postings.

An abridge form of these conditions may be used in publications  
Fire Cover is the official journal of The Fire Brigade Society.

The views expressed in Fire Brigade Society publications are not necessarily those of The Society, the President, the Executive Supervisory Board or the Editorial Team.

### CORRESPONDENCE

All matters concerning Fire Cover, and other Society publications, must be raised through the Editorial Team. Under no circumstances should contact be made direct to our printers, publishers or contributors.

### PUBLICATIONS UNIT CONTACT ADDRESS

By post to The Fire Brigade Society Editorial Team, c/o 21 Hollybank Grove, Hayley Green, Halesowen, B63 1BT or by email to [fbsfirecover@gmail.com](mailto:fbsfirecover@gmail.com)

### COMPLAINTS

All complaints concerning Fire Cover, and other Society publications, should be sent to the Editorial Team who will initially deal with the complaint. If the complainant is dissatisfied with the reply a formal appeal can be requested, this appeal being carried out by The Society's President. This approach is in-line with Press Complaints procedures.

### MATERIAL FOR FIRE COVER

Articles, letters, news and other fire and rescue related information is welcomed and may be submitted electronically, hardcopy 'typed' or 'longhand'. Please ensure accuracy of information supplied and credit source(s) as appropriate. Material submitted may be used in Fire Cover or other Society publications. Anonymous items will not be published. The Editorial Team reserves the right to shorten or modify material submitted and the Editor's decision in such matters is final.

### PHOTOGRAPHS

Please include a self-addressed stamped envelope (SAE) for the return of photographs. Items supplied without an SAE will be kept for one year and if not claimed may be destroyed. Do not send photographs if they are the only copy you hold. Photographs should be high quality with clear spacing around the subject. Put your name clearly on the rear of the photograph, together with a full description of the subject or provide an indexed caption sheet. Photographs may not be used immediately. Photographs displaying "date stamps" in areas of the print that cannot be edited out will not be used.

Photographs in electronic format may be sent by Email to [fbsfirecover@gmail.com](mailto:fbsfirecover@gmail.com) providing the image resolution is not reduced, or the individual email capacity is not exceeded. To mitigate email capacity issues (a large quantity of quality images), photographs can also be sent to this email address using photo transfer sites.

### FRONT COVER IMAGES

Photographs submitted for consideration for use on front covers should be preferably in 'portrait' format with space at the top and bottom for titles. High quality photographs conveying impact, artistic creation and innovation are sought

### ACKNOWLEDGEMENT

Normally receipt of material submitted to the Editorial Team will be acknowledged within 14 days of receipt either by email or post.

### COPYRIGHT

The Society acknowledges that the copyright of photographs and articles submitted remains with the photographer, or the person / organisation that commissioned the photograph or articles. If you do not hold the copyright, please ensure that you have written permission from the copyright holder to publish, a copy of which may be requested. Do not submit photographs if you have doubts, reservations, or conditions regarding their use. Any costs incurred in copyright issues regarding photographs submitted will be the responsibility of the provider of the photograph.

### 'THIRD PARTY' APPROACHES

Neither the Society, nor our printers, supply photographs to other publications / agencies. If The Society is approached by 'a third party' with a request to use a photograph published, the photographer will be formally advised of the 'third party's' approach by the Editorial Team. The 'third party' will not be given the photographer's contact details. It will be the photographer's responsibility to deal direct with the 'third party'.

'Third party' requests to use an articles published will be processed by the Editorial Team in-line with the legal copyright statement in all publications and the authors agreement will be sought. The Editorial Team reserve the right to place restrictions on material published by 'third parties'.

### ADVERTISEMENTS

When space permits member's advertisements will be published.

Advertisements submitted for publication must be 'lawful' and 'comply with trading standards'.

As with all material submitted for publication, the Editors reserve the right to refuse to publish advertisements that are inappropriate or libellous.

The Fire Brigade Society will not be held responsible for any losses as a result of non-publication of, late publication of or incorrect advertisements published.

The Fire Brigade Society will not involved itself in disputes between advertisers and third parties.

### BADGES, CRESTS AND LOGOS

The use of any of these in Society publications does not represent any legal rights over these items, which remain with the relevant owners.

### COPY DATES / PUBLICATION SCHEDULE

The copy date is the final date that reports from correspondents and regions will be accepted for that particular edition. However, the Editors reserve the right to use material submitted after the copy date as required.

### PUBLICATION DATES

Where publication dates are indicated these dates are when our printer will deliver Fire Cover to the Distribution Manager and not necessarily the date of delivery to members.

*Issue 2 May 2018*