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## *The Trefoil*

*The Trefoil* is the magazine of the Trefoil Guild, produced three times a year and distributed via the Guild Secretaries. The cost of the magazine is included in the annual subscription. Additional copies may be obtained, on payment of a fee, from the Trefoil Guild Office.

## *Talking Trefoil*

*Talking Trefoil* is *The Trefoil* magazine in audio-cassette form for the blind, partially sighted or otherwise incapacitated members of the Trefoil Guild. It has the same content as the magazine, is produced at the same time and is free to all members of the Guild *instead* of the magazine. Through a network of one national coordinator and 29 local coordinators all areas of the UK are covered, with the tapes being posted to listeners. Details of any member wishing to receive a cassette instead of a magazine should be sent to the Trefoil Guild Office. Please include the name of the member's Guild. Cassette players can also be provided free of charge, if necessary.

## All about *The Trefoil*

Publication dates are March, July and November. The Trefoil Guild Office staff deals with magazine distribution and all relevant enquiries should be addressed to CHQ. All items for inclusion in *The Trefoil* should be sent direct to CHQ and clearly marked FAO The Trefoil Editor or to a dedicated email address: [thetrefoilmagazine@girlguiding.org.uk](mailto:thetrefoilmagazine@girlguiding.org.uk) There is a small editorial group providing assistance to the Editor.

## Submissions to *The Trefoil*

- contributions from members are most welcome but there is no budget for payment
- send all copy and photographs to the Trefoil Guild Office at the address given on the contents page of the magazine, where you will also find the deadline dates for each issue
- copy should be submitted, if possible, by email or on disk (Word 7 or earlier). Typed or longhand copy is also acceptable. If submitting in longhand please write all proper names in capitals for clarity's sake
- mark all contributions with your name, address, telephone number, Guild, County and Country/Region
- email copy will automatically be acknowledged by email. If you wish hard copy to be acknowledged, please include a stamped addressed envelope
- enquiries of any nature should be sent to the Trefoil Guild Office

## Articles and Letters

- keep contributions short and to the point and send them immediately after an event so that they are as topical as possible, bearing in mind that the next issue may be four months away. If a letter to the Editor is not intended for publication, please make that clear
- keep full-length features to 300 words, 250 if accompanied by a photograph. Articles over 600 words are rarely used
- bear in mind that a major event such as an international gathering, will probably have been covered already by a commissioned writer
- do not send articles similar to ones recently used as repetitiveness is always avoided

## Photographs

- please send good clear prints, either in colour or black and white. Alternatively send email pictures in j-peg format
- newspaper cuttings or computer-generated photographs printed on paper are not acceptable
- if using a digital camera select the highest resolution available
- each photograph should be identified with a descriptive caption and must bear the name of the person to whom it should be credited. If professional photographs are sent please obtain reprint permission, preferably in writing, from the photographer or newspaper concerned, before sending the picture, otherwise it cannot be used. Please indicate that this permission has been granted
- the best photographs are those which show people in action rather than lined up facing the camera
- close-ups are better than images of distant figures
- if taking a photograph for the front or back page, please use portrait format rather than landscape
- avoid writing directly on the back of the photograph or using paper clips, as either causes damage
- for your own sake do not send priceless, irreplaceable photographs for which *The Trefoil* can take no responsibility
- photographs cannot be returned unless accompanied by an sae

## Ideas for Articles Suitable for *The Trefoil*

- news from your Guild
- letters to the Editor
- unusual themes and activities for meetings and outings
- unusual meeting places
- Fellowship Day and Thinking Day celebrations
- Trefoil Guild travels and visits
- twinning experiences
- Guild gatherings at the Training Centres
- close connections with local units

### N.B.

- publication cannot be guaranteed
- articles may be altered or shortened
- unfortunately we do not have room for: obituaries, birthday congratulations, AGM reports, pictures of cakes or cake-cutting ceremonies, photographs of 'Teddies for Tragedies', Aquaboxes or events not connected with the Trefoil Guild

## *guiding*

*guiding* magazine, published monthly by Girlguiding UK, offers a wide range of resources to inform and support its members, particularly adult Leaders. Those who pay Girlguiding UK's annual subscription automatically receive a copy.

## *Our World News*

*Our World News* is the quarterly magazine of the World Association of Girl Guides and Girl Scouts and is available from the World Bureau. Published in English, Spanish and French, it contains news of the part played by guiding in the lives of girls and women, especially in developing countries, where Girl Guides and Girl Scouts are making a valuable contribution to community life. It also publishes news of recent decisions taken at World Conferences and of events worldwide.

## The Trefoil Guild Website

The Trefoil Guild Website ([www.trefoilguild.co.uk](http://www.trefoilguild.co.uk)) is ever changing and will continue to be updated and revitalised.

It has information on:

- The Trefoil Guild
- Membership
- How to Join
- News
- Countries and Regions - has an outline map of the UK with Countries and Regions names. Click on a Country or Region to find the following information:
  - The name of the Country or Region Chairman
  - A list of Counties in the Country or Region where there are Trefoil Guilds
  - Email addresses for contact
  - Website addresses
- International
- History
- Photo gallery - up to five galleries show photos from events countrywide at any one time
- Events diary
- Forms - you can find forms used by the Trefoil Guild to download
- Contact - emails can be sent direct to the Trefoil Guild Office
- Links - there are direct links to other web pages including:
  - Trefoil Guild merchandise
  - Girlguiding UK
  - The International Scout and Guide Fellowship
  - WAGGGS