

GUIDELINES

GENERAL: You can submit news items to our CR News function using the form provided. HTML is not allowed, though web links will be processed. The character limit is 2500 (approx. 400 words), and a counter is provided at the bottom of the input form. Your news item is subject to an approval process before it goes live.

CONTENT: We reach a specialist CR audience and news items should address relevant CR issues. We will not post news concerning specific, local philanthropic activities. These initiatives may be of interest to company employees and local communities, but not to our global stakeholder audience. We don't carry CR report announcements in our News module: we believe reports are of such significance that they are announced separately through our www.reportalert.info service.

We use a character limit for our news items as online news is more effective when succinct. You are welcome to use web links to direct readers to more in-depth information, such as full press releases, or your company website.

TIMINGS: All news items are subject to an approval process so please factor this in when setting your post time. The news item will only go live at the desired time if our team is available to approve it. Our standard office hours are Monday- Friday 9.00-5.30pm, London time. If we approve items with posting times in the past we will simply go live with them immediately.

PAYMENT: When submitting a news item you will either need to provide invoicing details, or enter a 'client code'. Client codes are issued directly by us - please contact us to discuss:

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