

# education forum

## MATERIAL SUBMISSIONS

Please allow 3/8" safety for live matter from all bleed sides.  
For spreads allow 1/3" safety on each side from gutter.

Unit	Non Bleed	Bleed Trimmed (W x H)	Bleed
<b>1 page</b>	6.785" x 9.58"	8.125" x 10.875"	8.375" x 11.125"
<b>Double-Page Spread</b>	14.91" x 9.58"	16.25" x 10.875"	16.5" x 11.125"
<b>Half-Page Spread</b>	14.91" x 4.6875"	16.25" x 5.3067"	16.5" x 5.5567"
<b>2/3 Vertical</b>	4.4678" x 9.58"	n/a	n/a
<b>1/2 Island</b>	4.4678" x 7.4294"	n/a	n/a
<b>1/2 Horizontal</b>	6.785" x 4.6875"	n/a	n/a
<b>1/3 Square</b>	4.4678" x 4.4678"	n/a	n/a
<b>1/3 Vertical</b>	2.1506" x 9.58"	n/a	n/a
<b>1/6 Horizontal</b>	4.4678" x 2.1506"	n/a	n/a
<b>1/6 Vertical</b>	2.1506" x 4.4678"	n/a	n/a
<b>1/12 Square</b>	2.1506" x 2.1506"	n/a	n/a

Issue	Insertion order	Material deadline	Mailing date
<b>Fall 2016</b>	Aug. 8	Aug. 22	Sept. 16
<b>Winter 2017</b>	Dec. 16	Dec. 30	Feb. 17
<b>Spring 2017</b>	Mar. 20	Apr. 3	May 19

## GENERAL CONDITIONS

1. The publisher is not bound by any conditions, printed or otherwise, on contract, insertion order, or copy instructions when such conditions conflict with the terms of this rate card.
2. All advertising is subject to the approval of the publisher.
3. The liability of the publisher for any error for which the publisher may be held legally responsible with not exceed the cost of the space. The publisher specifically assumes no liability for errors in the type set by the advertiser.
4. All advertising is published on the understanding that the advertiser and the advertising agency assume full and complete responsibility and liability for all advertising submitted, printed, or published and indemnify the publisher with respect to same.
5. The publisher shall not be subject to any liability whatsoever for any failure to publish or circulate all or any part of any issue or issues because of strikes, work stoppages, accidents, fire, natural disasters, or any other circumstances not within the direct control of the publisher.
6. Contract for special positions and covers are non-cancellable.
7. Verbal agreements are not recognized by the publisher.
8. The publisher shall be entitled to payment as herein provided, upon having completed the printing of the advertising and having taken responsible steps to see that the publication will be distributed.

## DIGITAL DATA SUBMISSION

**High resolution PDF files (min. 300 dpi)** prepared for offset printing showing registration & crop marks. Tiff and EPS files are also accepted.

**Colour mode** 4-colour CMYK.

**Fonts** outlined and images embedded.

**Proof copy** generated from final digital file required.

**Platform(s):** MAC.

**Transfer Media:** USB stick.

**Communications Protocols:** Email, FTP

**If no request is made, material will be destroyed after six months.**

- The publisher will not be held responsible for reproduction resulting from materials supplied not in accordance with the industry's recommended standards specifications.
- The publisher will not be held responsible for reproduction resulting from materials received after the material deadline.
- The publisher reserves the right to charge back costs for delays or extra production work required on material supplied for conversion.



**Ontario Secondary School Teachers' Federation**  
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### Publisher:

Education Forum is published tri-annually by the Ontario Secondary School Teachers' Federation.

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