Client profile
helpsheets
Digital Publication Overview

Text Formats
Send text as a Microsoft Word document (.doc or .docx) or rich text format (.rtf).

Logos and Images
We accept images at a minimum 72dpi but recommend 300dpi resolution. We accept images in rasterised formats - JPG, TIF, PNG, Ps – Or Vector formats - EPS, PDF, SVG, Ai. Please insure that all images are of a large size and high quality.
We can provide stock images if needed. Please send either keywords for the image you need, or provide a link to your preferred image. We use www.istockphoto.com exclusively.
Please send all images separately, as the original image files.

Please note: We do not accept images provided on MS Word documents or PowerPoint. Images provided in this format are reduced in size and quality to keep the file size down. Always send the original file.

Please note: The profile is designed using a specially-formatted template produced by Medical Cannabis Network, therefore the client needs only to supply the profile text, logos and any images required (as stated above).

How to send them to us
1. Please send all files via email to: nataliem@healtheuropa.eu, jordan@healtheuropa.eu or natalie@healtheuropa.eu making sure the subject details include the publication edition and your company name.
2. For large file sizes that may not send through email, or that may struggle to reach us in a timely manner, we suggest using a file transfer system (such as wetransfer.com). Please contact us if this is your intention.

Authorisation
The typeset profile will be sent to you for authorisation to publish. This provides you with an opportunity for final minor amendments.

Please note: Any issues, queries or suggestions will be mentioned when the client receives their proof version.
The editor reserves the rights to suggest and implement amendments.
We may use your profile and publish it on our website as a news story. If this is the case, please note we reserve the right to change the layout and content. This would be to enhance the Search Engine Optimisation.

Please note: We shall assume that reproduction of all text, images and logos is authorised by the copyright holder unless informed otherwise.

Contact Details
Production Department
Tel: +44 (0)1260 273 802
nataliem@healtheuropa.eu, jordan@healtheuropa.eu or natalie@healtheuropa.eu
www.healtheuropa.eu/medical-cannabis-network
**Images**

*Portrait images*
If the client wishes to include a portrait, their portrait image can be added into the standfirst.

Portraits can also be included as any other image, especially if there's multiple portraits.

*Single column image*
The width of a single column image is set, but the height is variable. This should appear at the top or bottom of a column, and can also be included as a full column image.

*Double column image*
The width of a double column image is set, but the height is variable. This should appear at the top of a column.

*Centre page image*
The image width and height is set. We can include an image that spans across the width of the centre two columns. This can only be included on profiles with 4 pages.

*Single page image*
For articles with lower word counts, we can include a full page image, or a collage of several images. A single image would have a set size, but several images of a variety of sizes can be used as long as they fill the same area. This can only be included on profiles with 3+ pages.

For minimum and recommended images sizes, please see the table on the next spread. We recommend supplying images as large and high quality as possible, larger images can be cropped.

We recommend supplying infographics or images with embedded text as large as possible, preferably two column width. This is to ensure the text is clear and legible. We can add figure/image captions below the images as required.

We recommend supplying infographics or images with embedded text as large as possible, preferably two column width. This is to ensure the text is clear and legible. We can add figure/image captions below the images as required.
**Images cont.**

**Image start**
The width and height of this image is set. This layout has a single image at the top of the first page, with the headline appearing on top. This is for profiles of 2+ pages.

**Image top**
The width and height of this image is set. This layout has a single image as a banner across the top of the page. This can only be used on profile with 2+ pages and on the first spread.

**Minimum and recommended image sizes**

<table>
<thead>
<tr>
<th>Image type</th>
<th>Minimum size (72 dpi)</th>
<th>Recommended size (300 dpi)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portrait</td>
<td>76px (w) x 97px (h)</td>
<td>318px (w) x 405px (h)</td>
</tr>
<tr>
<td>Single column</td>
<td>255px (w) x variable (h)</td>
<td>1062px (w) x variable (h)</td>
</tr>
<tr>
<td>Double column</td>
<td>519px (w) x variable (h)</td>
<td>2160px (w) x variable (h)</td>
</tr>
<tr>
<td>Single page image</td>
<td>519px (w) x 748px (h)</td>
<td>2160px (w) x 3120px (h)</td>
</tr>
<tr>
<td>Centre Image</td>
<td>576px (w) x 748px (h)</td>
<td>2400px (w) x 3120px (h)</td>
</tr>
<tr>
<td>Image start</td>
<td>591px (w) x 356px (h)</td>
<td>2460px (w) x 1482px (h)</td>
</tr>
<tr>
<td>Image top</td>
<td>1180px (w) x 356px (h)</td>
<td>4920px (w) x 1482px (h)</td>
</tr>
<tr>
<td>Image block</td>
<td>270px (w) x 351px (h)</td>
<td>1122px (w) x 1464px (h)</td>
</tr>
<tr>
<td>Image cover</td>
<td>591px (w) x 843px (h)</td>
<td>2460px (w) x 3510px (h)</td>
</tr>
</tbody>
</table>

**PLEASE NOTE**
- Images provided under the **recommended size** will be advised to be resupplied at a large size and higher quality. Images that do not meet the **minimum size** will not be able to be used.
- If no images or an insufficient amount of images are supplied then the profile will be set with stock images. These can be replaced with newly supplied client images, alternative stock images or extra body text.
- We cannot guarantee that images will appear in specific locations where requested by the client due to the restraints of text and layouts, although we will endeavour to keep the images as close as requested. We recommend that images that are referenced in the body copy also have captions.
- If the client would like to implement, or avoid certain image layouts, please inform your production co-ordinator.
House style

Text
We use British English spellings for everything except in official names, e.g. the World Health Organization. Headlines are always centre aligned, the standfirst is justified and the main body copy is justified. Every article begins with a drop cap.

Fonts
The same fonts are used throughout the publication to ensure consistency.
Headline font: Gotham Bold
Standfirst font: Poppins Regular
Drop cap font: Gotham Bold
Body copy font: Helvetica Neue Ltd Std 55 Roman
Contact details font: Poppins Medium

Italics
Text is only italicised for latin words, species names and titles of publications such as books, films, journals, newspapers and TV shows. Report names are not italicised.

Contact details/attributions
We request the client supplies their name, job title, company name, telephone, email and website. We do not include a postal address. Contact details will always be displayed at the end of the article, in the bottom right corner of the final page. They will be displayed in the following format:
Title. Full Name
Job title
Company name
+44 1234 567 890
name@email.com
www.companywebsite.com

Logos
Logos are placed directly above the contact details. Multiple logos for sponsors/funding partners etc can be included together as one separate image, with an accompanying caption below.

Special features
For highlighted pieces of text, we can also include box outs and pull quotes. These are only to be placed at the top or bottom of columns, in the same way as images. Box outs can be used to include additional text that is separate from the main body copy. Pull quotes are used to highlight short, specific sections of text already in the body copy.

Please note:
This is only a brief overview of the Medical Cannabis Network house style and is not an exhaustive list. We reserve the right to amend profiles in order to adhere to house style.

In fact, one recent study suggests that genetics could account for about 69% to 84% of the link between cannabis and psychosis.”