Style Guide for ISO 20022 Newsletter Authors

General

The ISO 20022 RMG develops a twice-yearly newsletter designed to educate people through the sharing of articles about progress made and work efforts underway within the ISO 20022 assigned committees and adopting communities.

Authors

Any expert may contribute. Prime responsibility for developing news items, articles, reports, and illustrations for the Newsletter are members of the ISO 20022 RMG, SEGs and TSG.

Submissions

Articles for the ISO 20022 Newsletter should be submitted to the Communications Subgroup on the date requested in the call for articles prior to the RMG Spring and Fall meetings.

Format

Length - All articles should be developed in MS Word format with a length of no more than 500 to 1,500 words, all "double spaced". News items should be developed in MS Word format with a headline and 50-100 words.

Section Headings - For the articles that go beyond five paragraphs, subheads should be included within the article.
Illustrations, Tables, Sidebars should be included to illustrate and emphasize the message.

Photos/Graphics, Art - All article submissions should be accompanied by a photograph of the author and illustrated with other pictures, graphs, and other illustrative material. Photos or illustrations should be sent in a .jpg format with a 100-to-300 dpi content. If an article has been previously published, the Editor requires approval of the Author and the Publisher and requires a Word Version of the article without graphics so the article can be issued within the ISO 20022 Newsletter in the same style as other articles.

Editing & Approval

The Editor prefers to provide edits back to the author just once. Please include your e-mail or an e-mail address that you check frequently so the editor can contact you. A MS Word version with track changes on will be sent to you for final review and comment.

If you have any questions or comments, please contact the ISO 20022 Communications Subgroup at iso20022ra@iso20022.org