

Production Requirements

OPUS
Building Services 2008
www.opus-bs.com

Entries designed to meet the needs of today's building services engineers

So you've decided to subscribe - what happens next?

You will be assigned your own Sub Editor to provide a dedicated service throughout the year. Your Sub Editor will arrange your individual production schedule, informing you of the date by which your information is to be supplied and will assist you in the creation of your product entries for both print and online.

Your Entries

Product entries in OPUS Building Services are standardised both in print and online. Your Sub Editor will produce your formatted product entries based on material supplied by you.

To maintain our editorial style, your material may be amended to meet editorial requirements.

The main information you will need to provide your Sub Editor includes:

Company Details - we will ask you to check your company and product information that we hold for the product data and directory sections of the book.

Company Profile - you can include a company overview of up to 100 words.

Product Copy - your Sub Editor is available to assist you in preparing your text based on material supplied by you - material may include information from your website, catalogues, specification sheets or other relevant information.

Illustrations - each product entry features your company logo and up to 12 illustrations. Illustrations can include diagrams and formatted tables as well as in-situ product shots.

We have a range of templated product entry designs offering the flexibility to include illustrations in five standard sizes ranging from 53mm (w) x 32mm (h) to 107mm (w) x 214mm (h). Your Sub Editor will go over these options in more detail when planning your entry.

- Illustrations can be supplied as colour prints, transparencies or digitally.
- Unless specifically requested in writing when it is supplied, we will not return any illustration material.
- Images supplied digitally will ideally be either: JPEG, TIFF or EPS files, preferably in PC Windows format. Digital illustrations can be supplied on a CD or via email.
- For use in print, images should be supplied at above 300dpi in resolution for the finished size. Your Sub Editor will then convert these images to a lower resolution for use online.

Recent Projects - you can list up to 10 recent projects in your OPUS Building Services online entry.

Electronic catalogues - up to 5 electronic catalogues can be included in your OPUS Building Services online entry.

Your Sub Editor will be in contact with you to discuss your requirements and agree your production schedule. In the meantime, if you have any queries, please call Michelle Stalker, Editorial Co-ordinator on (01344) 899293.

