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**SUBMISSION GUIDELINES**

2023

Thank you for visiting [elysianmagazinemw.com](http://elysianmagazinemw.com), a digital multimedia website presented to you by ELYSIAN - a company organized, registered, and operating under the laws of Malawi.

We appreciate your interest in working with us. We urge you to read these guidelines carefully, as they outline the terms and conditions that govern your submissions and their use on ELYSIAN and all its subsequent platforms. Please adhere to all of them as applies to you and your submission.

Your submission will be deemed an understanding and acceptance of these guidelines.

## What you'll Learn:

- » Submission Guidelines for Articles
- » Submission Guidelines for Photographs
- » Submission Guidelines for Brand Partnership/ Collaboration
- » How To Send Your Submission
- » Terms and Conditions
- » About Us

# Articles

Ensure that your article/pitch has a specific angle and focus that would be of interest to the ELYSIAN readership. For more details on this, please refer to the “ABOUT US” section in this document.

In your submission’s email body, please give a brief outline of your submission’s premise/ angle/ storyline and how or why it is beneficial to our readers.

You are allowed a maximum of three submissions sent as attachments in one email.

Ensure that your articles are edited, proofread, and submitted in excellently written, ready-to-publish formats.

Where possible, ensure that your article is well-sourced with reasonable quotes and references from different, relevant, and legible sources.

All submitted articles should be sent in a Microsoft Word document in black font.

Unless otherwise stated, the preferred article word length is 700–1,000 words.

# Photographs

All photos must be sent in high-resolution JPEG, JPG, or PNG formats.

All photos must be 8.5in x 11in. A compromise on these picture sizes equals a compromise on picture quality and integrity. While we may accept and feature such images, the chances of such occurrences are greatly limited.

You are allowed a maximum of ten submissions sent as attachments in one email.

All submissions must be made by the photographer, model, or copyright owner, and should not contain any promotional materials. Photos depicting, featuring, or centering on branded, promotional materials are considered advertisements and fall under the category of Brand Partnership/ Collaboration.

## Brand Partnership/ Collaboration

Parties or brands looking to publish their work in ELYSIAN may get in contact with our Office via [elysianmagazinemw@gmail.com](mailto:elysianmagazinemw@gmail.com) for deliberations.

## Sending Your Submission

Send your submissions by e-mail to our Office via [elysianmagazinemw@gmail.com](mailto:elysianmagazinemw@gmail.com).

Please include your full name, phone number, a short bio, your publishing credentials (if available), and a clear picture (i.e. headshot) that we may use along with your submission, should we desire to, and should it be successful. Please ensure to title your submission.

Submissions are considered solely on the applicants' ability to adhere to rules, their talent, and the relevance of their submission to our audience. We seek to provide opportunities to all individuals and encourage submissions from all parties, including new talents.

# Terms and Conditions

ELYSIAN is not keen on publishing any work that has been published elsewhere. In very rare occasions where the submission was made by an individual/ brand/ company owning the rights to the publication, an exception may be made.

Use reasonable care to ensure that all statements in your submissions are true (i.e. facts) and that they do not infringe upon any copyright, right of privacy, proprietary right, right of publicity, or any other right of a third party. ELYSIAN will not be held responsible for any legal infringements that may arise due to your submission.

ELYSIAN reserves the right to edit all submissions however it may deem fit to match its editorial guidelines, tone, ethics, and for any other purposes. The final decision to publish rests with the Editor.

Please note that publication does not equal employment unless you are under a contractual agreement signed by you and an authorized representative of ELYSIAN. Until then, any and all submissions made are on a freelance basis.

Successful submissions sent to ELYSIAN are followed up with an agreement of which a signed copy will be required to be returned to us. Note that this will only be sent after a successful submission inquiry.

Our current rates (as of 1st June 2023) are MK30,000.00 per published article. Unless otherwise agreed, the fee is based on printed, not submitted, words. This payment applies only to individuals and brands who do not intend to re-publish the work elsewhere, or whose submission

has not been featured or published elsewhere. Individuals who have published or would like to republish their submission may do so but forfeit any compensation from ELYSIAN in so doing.

We consider submissions from other stakeholders (i.e. photographers) a feature and do not compensate for such submissions unless otherwise stated, such as in instances where we have hired the photographer to produce work for ELYSIAN, or where there is a written agreement or waiver of ownership rights by the photographer to ELYSIAN. In such instances, compensation can be deliberated by ELYSIAN and said party.

Payment for any published submission is made within 7-14 days after the publication date (i.e. the day the magazine is published). Should your submission be successful, you will receive an email notification with further steps to be taken to ensure you are duly compensated for your work.

We at ELYSIAN believe in transparency as such you will be notified when your submission has been successful or not. However, this may prove difficult, especially at busy times. You may send a reminder email if you have not heard from us within 5 working days since your submission, however, if you have not received any feedback within 10 working days, assume your submission has been unsuccessful.

# About Us

Elysian is a multimedia business magazine that simplifies business education in various sectors impacting the Malawian Arts Industry. We develop and execute magazine-based communications that make business education easy to understand so local entrepreneurs can leverage the full potential of the opportunities around them and make informed business decisions that help them achieve financial growth with confidence.

Due to this background, we are keen on stories that bridge the information gap between Arts Entrepreneurs and the corporate industry, with the intent of equipping entrepreneurs with information, resources, or tools that can help them build entities that empower them and the communities in which they are based or function. We are also interested in developments and/or activities affecting (positively or negatively) the business landscape in Malawi in regard to the Arts Industry. Though dynamic, these include finance, travel, entertainment, tech, health, agriculture, politics, and business.

Our work is guided by questions such as: “What do entrepreneurs need to know in order to grow their enterprise or understand it better?” “Can this information help them attain business deals in the corporate spheres?” “What business developments do entrepreneurs need to know?”

Our main interest is in opportunities within the business arena, as such our stories will always deviate towards the growth of the Malawian Arts Industry and the individuals working in or with the sectors within the aforementioned.

# elusion

▶▶▶ SIMPLIFYING BUSINESS EDUCATION

▶▶▶ UNLOCKING OPPORTUNITIES

▶▶▶ DRIVING FINANCIAL GROWTH

