

The Structural Engineer

The flagship publication of The Institution of Structural Engineers

INSERT DELIVERY SPECIFICATION

2015

LOOSE INSERT DELIVERY SPECIFICATION

Quantity of inserts required (inc overs).

Full UK run: **11,000**
Full overseas run: **6,000**
Total full run: **17,000**

Maximum size to be inserted into the publication:
270mm x 200mm

Minimum size: 105mm x 148mm

Minimum weight of paper:

Single Leaf: 90gsm
Four Pages: 80gsm
Eight Pages: 65gsm

PLEASE NOTE

The magazine cannot accept A4 inserts without them being folded due to the publication being smaller than A4.

DELIVERY ADDRESS

**Warners (Midlands) Ltd, The Maltings,
Manor Lane, Bourne, Lincolnshire
PE10 9PH**

PACKING SPECIFICATION

All inserts must be boxed or bulk packed on pallets. If bulk packed, they must have corner boarding plus top & bottom boarding to ensure there is no damage to the inserts. Pallets should be shrink-wrapped and stacked no higher than 1 meter high, no heavier than 900 kilos.

**ALL INSERTS SHOULD BE PACKED
IN NO SMALLER TURNS THAN 25s.**

LABELING/DOCUMENTATION

Delivery notes are always required.

All pallets and boxes must be labelled with the following information:

- Name of insert
- Name of publication insert is going into
- Issue date
- Any relevant codes (these must be clearly split and marked up)
- Quantity per pallet/box

Delivery notes must always correspond with the information labelled on pallets/boxes.

**A SAMPLE OF INSERT ARTWORK MUST
BE PROVIDED TO REDACTIVE PRIOR
TO DELIVERY, FOR APPROVAL BY THE
INSTITUTION.**

PLEASE EMAIL TO

RACHEL.YOUNG@REDACTIVE.CO.UK

Publication Date	Deadline for sample	Deadline for delivery
January 2015	5 December 14	16 December 14
February 2015	9 January 15	20 January 15
March 2015	6 February 15	17 February 15
April 2015	6 March 15	17 March 15
May 2015	10 April 15	21 April 15
June 2015	8 May 15	19 May 15
July 2015	5 June 15	16 June 15
August 2015	10 July 15	21 July 15
September 2015	7 August 15	18 August 15
October 2015	11 September 15	22 September 15
November 2015	9 October 15	20 October 15
December 2015	6 November 15	17 November 15