

# Dear Team,

We are writing to inform you about some modifications to our magazine formatting rules that will take effect starting next month. Please review the changes below:

## New Formatting Guidelines:

- **Font:** All body text should now be in Arial, size 12.
- **Margins:** Please use 1-inch margins on all sides.
- **Headings:** Headings should be bold and in 14-point font.
- **Image Guidelines:** All images must have a minimum resolution of 300 DPI.
- **Reference Format:** Use APA style for all citations and references.

## Implementation Date:

The new formatting rules will be implemented effective **November 15, 2023**. Please ensure that all submissions adhere to the new guidelines moving forward.

## Support:

If you have any questions or need further clarification, feel free to reach out to the editorial team.

Thank you for your attention to this matter and for your continued dedication to the quality of our magazine.

Sincerely,  
The Editorial Team