

## JALT Publications Dates and Deadlines

Publication	Issue	Volume Number	Reservation Deadline	Material Deadline	Published Date
The Language Teacher	May	Vol. 40 No.3	15 Mar	25 Mar	1 May
	July	Vol. 40 No.4	15 May	25 May	1 Jul
	September	Vol. 40 No.5	15 Jul	25 Jul	1 Sep
	November	Vol. 40 No.6	15 Sep	25 Sep	1 Nov
	January	Vol. 41 No.1	15 Nov	25 Nov	1 Jan
	March	Vol. 41 No.2	15 Jan	25 Jan	1 Mar
JALT Journal	May	Vol. 38 No.1	15 Mar	25 Mar	1 May
	November	Vol. 38 No.2	15 Sep	25 Sep	1 Nov
JALT Website	Monthly	Starting date is upon request and availability. Materials will be needed 3 business days prior to the starting date.			

\* The material deadline for the "Off the Presses" is the 20<sup>th</sup>. (i.e. March 20, for May issue.)

\* Please contact JALT Central Office for the materials deadline for the "Center Insertion" if the materials will be printed by the advertiser.

## Space Reservation

**Application will be accepted from 9:00 am on Wednesday, March 1, 2017.**

Please submit the online **Advertising Space Reservation Form** available on the website <[http://associates.jalt.org/ad\\_space\\_form](http://associates.jalt.org/ad_space_form)> or the form attached to this kit by the reservation deadline above.

If you would like to know the availability on special positions including cover pages, please contact JALT Central Office.

**JALT Central Office:** Tel 03-3837-1630 / Fax 03-3837-1631 / Email to: [am@jalt.org](mailto:am@jalt.org)

## Space Cancellation <Policy updated>

Cancellation for the spaces must be submitted in writing to [am@jalt.org](mailto:am@jalt.org) and received prior to the reservation deadline of the issue in the table above. This is to provide the chance to another advertiser who may be interested in the space and to secure enough time for our editor to redesign the page layout. Advertisers will be liable for all or part of the costs in accordance with the following scale.

On or after the reservation deadline: 100% payment of fees required.

Within 10 days prior to the deadline: 75% payment of fees required.

30 to 11 days prior to the deadline: 50% payment of fees required.

31 days or more prior to the deadline: No payment of fees required.

If the materials production is ordered through JALT, the cancellation fees are 100% of the fees from the time of the order.

## Invoice and Payment

### PRINT

All invoices will be sent to advertisers from JALT Central Office immediately after the advertising spaces are confirmed by JALT and the advertiser. Please settle your payment within 30 days of receiving the invoices. If you order multiple ad spaces and wish to pay by advertisement, please check in the form so that we will send each invoice before the issuing month.

### WEBSITE

All invoices for Website Banner Ad will be sent to advertisers from JALT Central Office immediately after the ad spaces are confirmed by JALT and the advertiser. Please complete your payment before commencement of the contract term.

### Note:

Advertisement data that requires further work (damaged or corrupted files, missing linked files, wrong sizing, etc.) will be charged for. Pukeko Graphics will contact you in advance before making any changes.