

# RadioTimes

## Inserts specification October 2008 (Ferag)

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#### Loose, Gummed-on, Bound, Wrap-in, Post-it® Note Inserts Size & Weight Specifications

Radio Times is saddle stitched. Trimmed size is 300mm deep (spine) x 225mm wide. For all inserts the spine is the depth (top to bottom measurement).

Concertina or Z Folds are not suitable for insertion.

**6 samples of all inserts must be sent to BBC Worldwide Ad Services at the address below before approval can be given. Any insert falling outside of this specification must be trialled for approval to confirm the quality of the finished product is suitable for the main run, a min of 2000 samples are required and this trial may be subject to invoicing of extra costs**

#### Loose inserts

##### Size

Minimum	148mm deep (spine) x 90mm wide
Maximum 4 pages and above	297mm deep (spine) x 210mm wide

297mm on the spine is subject to approval and any variance on this size due to folding or packing, could jeopardise the insertion of this booking.

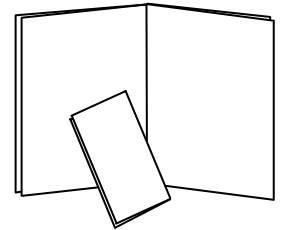
##### Weight of paper: single sheet

Minimum	115gsm
Maximum	200gsm

Minimum 4 – 8 pages	115gsm
Minimum 12 –16 pages	60gsm
Maximum 4 – 16 pages	150gsm

Single sheet inserts may run the risk of multiple feeding but the incidence can be reduced by using a stock of at least 115gsm

We can take loose inserts over 16 pages subject to prior approval



#### Gummed inserts

##### Size

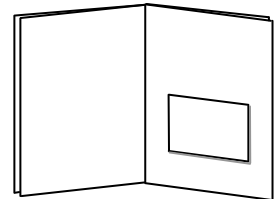
Minimum portrait or landscape	85mm x 55mm
Maximum portrait	210mm x 185mm
Maximum landscape	150mm x 185mm

##### Weight of paper: single card

Minimum	150gsm coated card / board
Maximum	250gsm

The insert must be attached with a minimum gap of 20mm from the edge of trimmed copy. Positional guide available on request. A product over 2pp must be supplied so the folded or stapled edge is parallel to the spine of the signature it is to be applied to.

When applying a CD the sleeve must be sealed or tabbed at the open end to prevent CD from falling out during transportation through the line. The tabbed edge of the CD will be positioned to the fore edge of the product.



#### Bound-in inserts

##### Size

Minimum portrait, before trimming	150mm deep (spine) x 110mm wide
+ 10mm backlap i.e.	150mm deep (spine) x 110mm wide
Maximum portrait, before trimming	315mm deep (spine) x 230mm wide
+ 10mm backlap i.e.	315mm deep (spine) x 235mm wide
Minimum landscape, before trimming	150mm deep (spine) x 110mm wide + 10mm backlap

##### Weight of paper: Up to 6 pages

Minimum	100gsm
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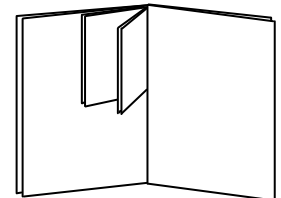
##### Weight of paper: 8 pages and over

Minimum	80gsm
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#### Wrap – in Inserts

Inserts can also be bound between sections of the magazine. Please call for further details

Pre stitched inserts must not impede the staple area of Radio Times, positional guide available on request



Ad Services, BBC Worldwide, Media Centre, 2N The Garden House, 201 Wood Lane, London W12 7TQ

Tel: 020 8433 3806 fax: 020 8433 3824 email: [rita.barnett@bbc.com](mailto:rita.barnett@bbc.com)

BBC magazine specs can be accessed at:

<http://www.bbcmagazines.com/ads/production.html>

### Post-it® Note Inserts

Acceptable sizes:

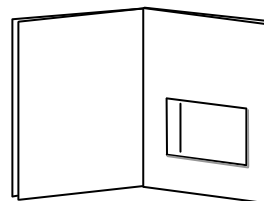
Small size: 76.2mm x 76.2mm

Large size: 101.6mm x 76.2mm (lengthwise)

Other sizes and die cut shapes available on request

The maximum glue width on the Post-it is 30mm

The length of the Post-it that can be changed from 76.2-101.6 is the edge with the gum on that runs parallel to the spine.



Inserts must be packed in Leporello Post-it Boxes. The end of the Leporellos must be fed at the inner side out of the box to allow manual connection with the ribbon of the next box. Technical datasheet is available on request. A leading edge & a trailing edge must be outside the box. The gummed edge will run parallel to the spine as the diagram.

### Presentation requirements

#### Loose inserts, Gummed & Bound-in inserts

The inserts must be supplied bulk packed on pallets i.e. stacked on pallets in a neat and stable condition, uncurled and undamaged. Pallets must arrive on vehicles with open sided access for easy offloading.

The placing of the inserts in boxes, large pallet boxes or cartons, and/or the bundling of the inserts with straps or bands, may be acceptable **but only by prior agreement from BBC Worldwide Ad Services. Additional handling charges may be incurred, or the inserts rejected, where such prior agreement has not been obtained.**

Turns must be avoided but the **minimum** number of turns is set out as follows:

Inserts under 8 pages = No Turns

8-12 page inserts = Turns of 500

14-30 page inserts = Turns of 100

Inserts 32 pages or over = Turns of 75

Preference is for inserts to be ram bundled where possible.

#### Post-it® Note Inserts

**Please note that Post-it ® Notes not meeting these specifications may be subject to additional costs and / or could be rejected**

The Post-it ® Notes must be supplied in Leporello boxes suitable for application on a Ferag feeder. The end of the Leporellos must be fed at the inner side out of the box to allow manual connection with the ribbon of the next box.

#### CD's & DVD's

Cd's should come packed in boxes of 450 or more, facing the same way in the boxes with dividers between rows of Cd's. All Cd's must be securely fastened in the card sleeve.

#### All inserts must be the same size for each run.

The pallets must be sturdy, measure 1200 mm x 1000 mm, be capable of stacking, allow for four-way entry, and must be well-protected through the use of top boarding, corner protectors, shrink-wrap and plastic cross-straps. Metal straps are NOT acceptable.

Each face of each pallet must be marked with the name Radio Times, the advertiser, the quantity of inserts, the date of insertion and any key codes. One Insert must be attached to the outside of each pallet.

#### Wastage allowances

A wastage allowance in excess of the booked quantity is required to be delivered as follows:

Loose = + 1%      bound & wrap = +2%

Post-it ® & gummed = + 1.5%

Cd's & DVD's = 2%

Sachets & Sticker packs = 2%

### Delivery details

#### Delivery address

Polestar Petty Ltd, Petty House, Whitehall Road, Leeds LS12 1BD

Deliveries must be made between 08:00 and 17:00 on the delivery date specified by BBC Worldwide on the Insert Delivery Advice Note. Early or late deliveries are NOT acceptable. You are required to pre-book your delivery date and time directly with the print site. Call Richard Clough on 0113 2432341. This must be done at least 48 hours prior to the specified delivery date. See Insert Delivery Advice Note for details.

#### Delivery Enquiries

Please contact Rita Barnett 020 8433 3806 for any queries you may have regarding delivery of inserts.

#### Advance Information Requirements

Please send the following by return to Ad Services, BBC Worldwide, Media Centre, 2N The Garden House, 201 Wood Lane, London W12 7TQ.

**Samples and Text:** 6 copies of the insert (or identical samples), together with a copy of the proposed text and pictures to be used.

**Key coding:** Full written details of any key codes or other information relating to the variation of selected regions.

#### Delivery Documentation

The BBC Worldwide delivery note must be filled in and sent with each delivery. 2 inserts must be attached to the delivery note.

#### Inserts overs

All insert overs will be advised during the week of publication. Inserts will be destroyed 14 days after publication date unless collection arrangements have been agreed. Overs of less than 1,000 will be destroyed following completion of booking.

#### Supplementary Conditions

If more inserts are carried than have been booked, these will be charged for pro rata.

If fewer inserts are supplied than have been booked, the booked figure will continue to be charged for. If, after the inserts have been approved and accepted, they are not delivered by the delivery deadline, the full rate will be charged. If inserts are delivered which are not approved, and which we cannot use, the full amount will still be charged for. The way the inserts are presented must not impede the production of Radio Times.

Thank you for your order for inserts to appear in Radio Times. Please note that these insertion conditions form part of your contract with us and should be read together with our Terms and Conditions of Acceptance, which can be viewed at <http://www.bbcmagazines.com/ads/terms.html>

**Inserts not meeting the specifications or requirements in these delivery instructions may be subject to additional charges or can be rejected.**