

# Style Sheet for *The New CartoPhilatelist*

1. Articles may be sent either by email or postal mail.

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USA [if needed]

2. I use Microsoft Word, and Publisher, so I prefer files that are compatible. If you use different software, and intend to send the files by email, please save them as .txt files. If you are sending hard copy, it doesn't matter.

3. For electronic files, please single space, and run a spell-check. For hard copy, please double space, and check your spelling. In both cases, if you use an unusual spelling of a word or an unusual grammatical construction, and want it kept please underline the word or phrase. I spell check the whole issue, so that will help me determine whether to keep something the spell-checker can not handle. We convert to USA spelling and grammar.

4. The names of maps and the titles of books should be *italicized*. Articles within books should be in quotation marks. I will keep the unusual spellings of old maps and books.

5. If you want stamp images included in the article, please send them with your submission. Scan the stamps at 300 dpi against a black background. You don't have to crop them to the edge of the stamp, I will do that. I will also straighten them, if necessary, and do whatever editing of the image is needed. If you want to circle an area, or add an arrow pointing to a particular feature, mark a copy of the image. Send both the original and marked copy.

Send the images as .jpg files (with minimal compression), or if you are concerned about detail .png or .tif files. They are both "lossless" formats, so the image does not lose detail.

Be sure to tell me where you want the stamp in the article. Put the designation in parentheses in the text, like this: (Fig. 1 - Liberia 233), and use this for the name of the image file as "fig1-liberia233.jpg". Send the stamp images as separate files, one stamp image per file.

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6. Articles of all sizes are needed. The journal is published in 10 point Times New Roman. I prefer references and sources to be shown in square bracket as [3] rather than superscript numbers. Then shown in footnotes as "[3] Encyclopedia page 1234."

7. I am not interested in a totally consistent style for all the articles. However, there are some things I would ask. Don't use contracted negative verbs; use "do not." Watch the apostrophes for possessives; put them where they belong. I prefer *Jones'* to *Jones's*, but if you prefer the other I will respect it. Wherever possible avoid abbreviations. And generally use standard English, whatever that is these days.

8. Deadlines: Approximately March 15, June 15, September 15, and December 15, are the submission deadlines, but check the web site, or email me to be sure.

9. Translations of non-English articles or references must be provided by the submitter.

Martin

October 7<sup>th</sup> 2011