

# Bracknell Camera Club --- Newsletter

The notes below are aimed at assisting contributors to our Newsletter

## Article creation

- Articles can be on any topic, but should be related to photography or this club.
- "In Fill" articles can be any length up to 400 words. These are always needed to fill in gaps.
- Full articles need to be between 500 & 800 words.
- 800 words is about one page, including author's photograph.
- If longer, they may have to be serialised over two or more issues.
- Articles will not be serialised if such an act would ruin the flow or content of the piece.
- Articles should be produced in Microsoft Word. Call if planning to use a different format.
- Do not try to pre-format submissions into columns, fonts etc as this will be done by the Editor.
- The Editor will change wording, punctuation etc should it be needed to make the article "flow".
- However, no changes will be so drastic as to change content/purpose of article, without prior agreement with the author.
- Submission must be the original work of author and not "lifted" from someone/somewhere else.

## Accompanying photographs

- Colour photos are always welcome and add to the piece, as well as helping with page filling.
- Articles must be accompanied with a photo of the author - nice photo, not a police type mug shot ! (see previous issues of Newsletter for examples). The Editor is happy to take your photo also.
- Photos need to be PSD, TIFF or JPEG format, at least 600 x 400 pixels, or any size up to 50 Mb and not previously resized please. The Editor will "enhance" as needed for best reproduction.
- The Editor can scan prints and slides, at no cost, if you need such a facility.
- Please avoid embedding photos in your scripted article & provide any images separately.
- Photos need to come as separate & individual files. File names will be used to "title" the image so please make them clear. Annotation in the script, for where images are to be inserted, is helpful.
- The article's author must have full copyright (©) of any images supplied for publishing.

## Delivery

- Editor can accept, both articles and images, on a USB Pendrive, CD/DVD or e-mail.
- For e-mail, use a separate transmission for each file (text or image) to aid both speed & quality.
- All published articles are subject to international copyright © laws.
- Editor's e-mail address is:- ruari@kiloran.me.uk
- Should you have any questions, then please e-mail or call me on 01344-779509 (Ex directory).

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Bracknell Camera Club