The New CartoPhilatelist, Guidelines for Authors

1. Articles of all lengths are needed and may be sent either by email or postal mail.
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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, unless specially requested for proper names.

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. Please scan all the stamps at the same resolution. You don't have to crop them to the edge of the stamp, I will do that. Please leave a large black margin. 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.

- It helps if you tell me the horizontal width of each stamp, that way I can size the image appropriately in the journal.

- 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.

- We like to include catalog numbers. You may use any catalog you have for reference. Please tell me which you are using.

- 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 in a separate file, or as single JPEG files.

- I prefer text without embedded images because it is easier to copy. Also, if I copy an image from a word processor some detail is lost. If you send me the text with embedded images and there are, say 10 images; I have to copy and paste the text ten times. <u>Please do not do that!</u> If you really want to show the images in the text, then OK, but please also send me a file with only text.

6. I prefer references and sources to be shown in square brackets as [3] rather than superscript numbers. Then in footnotes as "[3] Encyclopedia page 1234." If you use superscripts these will not copy from Word to Publisher.

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 latter, I will respect it. Wherever possible avoid abbreviations. And generally use standard English, whatever that is these days.

8. Deadlines: December 15, March 15, June 15, September 15.

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

David Wolfersberger
April 2021