

BAFM Journal Executive Editor

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BAFM Journal Publisher

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GENERAL

All submissions must be made through the editor by the specified deadline for the issue and not sent direct to Great Northern Publishing unless previously agreed with the editor.

Any material submitted which you would like to have returned should be accompanied by a sufficient amount to cover return postage.

TEXT

Submissions should be between 100 and 1,000 words (maximum). All submissions are subject to editorial change at the discretion of the editor. It is always helpful if the editor is consulted over the length of articles etc., before they are submitted.

Text material should be submitted on CD Rom (we no longer accept material on floppy disc or Apple Mac discs). We can accept typewritten material but this should be cleared with the editor before submission. Text should be in Word format (.doc). If in doubt about saving text files please save them in the RICH TEXT FORMAT (.rtf) - as this is recognised by most versions of Word and other software.

Do not use excessive formatting and fancy typefaces. Pages should be set to A4, with 20mm margins all round; text size 12pt Times New Roman; single line spaced; text ranged to the left; paragraphs split by leaving a line space; no indents; no tabs; no bullets or other formatting etc. If you want specific formatting to appear in the printed version please mark-up your hard copy. Never insert pictures, borders or place-holders, headers and footers, or page numbers into Word text documents - they are not necessary and can present problems. Leave a single space after full stops, not a double space, as they have to be removed during typesetting.

All websites and e-mail addresses should be typed and checked - many versions of Word automatically link (hyperlink) websites and e-mails to the host computer's address book, so when the file is opened elsewhere the websites and e-mails do not appear or appear with errors. Please remove all hyperlinks from your document. They should appear on your hard copy - if they do not, write them in clearly by hand and we will add them during typesetting.

All submissions should be clearly legible and be accompanied by a clear, printed hard copy.

Wherever possible please write words and titles etc., in full. Abbreviations should only be used after the full wording has appeared in the text. It is helpful if a list of abbreviated words appears at the end of the submission for our reference.

Contributors are asked to include their full contact details, a telephone number and email address in case we need to verify or heavily edit anything. If we are unable to contact you then editorial changes could take place which you may be unhappy with. This often happens when an article is larger than was agreed or requested.

PICTURES & ILLUSTRATIONS

Illustrations and photographs intended for publication should be of good quality and no larger than A3 (297mm x 420mm).

We can accept negatives and transparencies for scanning too (please ensure front and back are clearly marked so pictures are not reproduced in reverse).

We can scan printed material (note: as in souvenir/museum brochures) - however it should be noted that there is always the possibility of 'screen clash' and the poorer the quality of the original printing, the poorer the finished image. The Journal is now printed in full colour throughout on gloss paper.

We can also accept pictures on CD ROM and (formatted for PC only - not Apple Mac) - pictures should be scanned at 300dpi (dots per inch) at the minimum and be 'size for size', not reductions. These should be saved as .TIF or .JPEG files and the name of each file should have a number and description or caption, or a corresponding hard copy print out with this information on it. Never compress files - this can cause problems when opening them.

Please do not submit photographs which have been printed on ink jet or other desktop printers, they do not scan well enough for clear reproduction unless they are of photographic quality.

We DO NOT accept pictures sent as e-mails without prior agreement. We DO NOT accept pictures downloaded from the Internet, most are only 'thumbnails' scanned at low resolution 72 dots per inch and though this is fine for monitor screens it is of no use for high end printing output unless the original is huge.

Images from digital cameras should be saved at high resolution (see information above) and sent on a CD ROM in either .TIF or .JPEG format.

All material is returned after publication wherever possible.

DISCLAIMER

Although we take every care with material whilst it is in our possession things can go astray in the post, so if you are submitting material, photographs or illustrations which are of value to you please try to send good quality copies and not the originals. Neither BAFM nor Great Northern Publishing accept any liability for loss or damage to material whilst in their possession or whilst in the postal system.

If you have any doubts or require advice on any of the above please contact the editor or publisher before submission and we will be happy to assist you in any way we can.