

GUIDELINES FOR SUBMITTING MATERIAL TO THE ACCA JOURNAL

The following guidelines have been provided to encourage members to have a go at submitting material for our Journal. Material presented in accordance with these guidelines becomes much easier to edit and work with, enhancing its chances of being published.

What Sort of Material is Acceptable?

Material must be cartridge related – rifle, pistol, shotgun, military, artillery, packets, advertising, cartridge companies and makers, powder tins, primers, histories, collections ... the list is virtually endless. Have a browse through back copies of the Journal to see the sort of material that's been presented in the past.

Manuscripts

Where possible, material should be submitted as:

- A typed manuscript; or
- A Word document on a disc; or
- A Word Document attached to an e-mail; or
- A handwritten document.

Please ensure writing is legible – the Editor will have to transcribe it. Only write/type in capitals where it is necessary for the article. Do not use Wordart in your articles – whilst it can look nice it takes time to revert it back to plain text. Font type and size preferred is **Rockwell 11**, single spaced lines. Please ensure each page is numbered. It is important to also remember that the pages of the journal are primarily produced with two columns per page. Therefore, your pictures etc. may not fit how you want them if you send your manuscript in without using columns. If you want to set your Word document up so you can have a better idea what your finished product will be like, the measurements are as follows: all margins are 2.5cm and each column is approx 24.5cm x 8cm.

Photographs

Photographs need to be properly exposed and in focus. If you have trouble holding a camera still, use a tripod, or rest the camera on something solid. Try to ensure any shadows are behind the subject material, not off to either side. Use a pale blue, green or cream background for your photos. Try to avoid carpet, material, concrete or dark colours. They make it hard to work with in getting your picture to look professional.

Where possible, try to take the photos in even, natural light. If using a flash, be aware of the effects the flash may have on your picture. For example, it may cause writing to become unreadable due to flashback. Try to ensure the face of the lens is square to the front of the object being photographed. If you photograph packets etc. at an angle, the top edge will be narrower than the bottom.

Photographs need to be separate from the article and submitted as:

- An attachment to an e-mail (multiple emails if necessary); or

- On a disc or USB stick. Please don't insert photos into a word document. Instead, if you want the photos in a particular place in the document, type the picture name in where you want them placed. For example, Photo 1, or Figure 1, or Photo Name – whichever the photo is saved as, or the name you have written on the back of the photo.

Time Line

The ACCA Journal has the following print dates:

First Edition - 1st March

Second Edition - 1st June

Third Edition - 1st September

Fourth Edition - 1st December

All material submitted for inclusion in any journal must be with the Editor no later than four weeks prior to the relevant date above.

Illustrations

Illustrations must be of high quality otherwise they are difficult to reproduce to a satisfactory standard. Scanned material is preferred. Photocopied material needs to be as clear as the original. Drawings of items should be to scale on plain white paper, preferably drawn in black ink to make scanning easier.

Plagiarism

Plagiarism means using someone else's work without giving them proper credit. In academic writing, plagiarizing involves using words, ideas, or information from a source without citing it correctly. If you use the work of others, you must seek permission or acknowledge the source.

The practice of plagiarism is frowned upon and can also lead to litigation. It may also cause future articles from you to be withheld from inclusion in your journal.

Problems often presented

Text is large and photos are embedded in the article.

The first step in editing your article is change the font to Rockwell 11 if it is not already. Straight away, the pictures are no longer where you want them. This is one reason why it is not recommended to put them in the article. The other is that each photo needs to be extracted and saved as a separate attachment. That's OK if you want to pay the Editor for her time.

Multiple fonts and sizes are used

There is little point from the journal perspective in doing this or embellishing your work in any way, such as using Wordart. They are not used in the journal and take time in undoing all your great work. If you want to do this for your own records, that's great, but at least send the Editor a plain version as well.

Photos too dark or out of focus

Some of your pictures may be of rare items; however, if they are too dark or out of focus, they simply cannot be used. You may have noticed the printing process also darkens them to a degree due to different inks used, which will only make it worse. Whilst the Editor does her best to salvage some, she is not a magician, so please follow the guidelines above to give yourself the best chance of your work being used.

This may seem daunting, however, the effort you put into presenting your article will reap rewards in seeing a more professional finish to your internationally disseminated publication.

A lot of people find sitting down and writing about their interests a daunting task. It can be difficult but there is a great deal of satisfaction in making the effort and having your efforts published. Manuscripts don't have to be of professional quality to tell your story.

Should you require help or advice, please contact the Journal Editor:

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