

The Collectors Club Philatelist

Authors' Guide

The Collectors Club, established in 1896, first introduced its journal, *The Collectors Club Philatelist (CCP)*, in 1922. Begun as a quarterly, it has been issued bimonthly since 1950. Throughout its history, the *CCP* has been noted for scholarly articles of lasting value, timely commentaries and thoughtful reviews.

We continue to welcome original articles that provide a source of significant information as well as commentary. Readers tend to expect a certain degree of consistency in a journal such as ours. To this end, the Editorial Board has prepared this Authors' Guide and trust it will prove helpful.

Editorial Board:

The Editorial Board of the *Collectors Club Philatelist* is composed of a small group of individuals with technical, philatelic, writing and editing skills. They assist the editor in various ways including: obtaining manuscripts, advising on technical matters, reviewing drafts, assist-ing with graphics and working with authors.

Types of Articles Desired:

In general, we're looking for original articles that promise to be of interest to the membership, and contain new research or a fresh way of looking at a subject that has not been tried before; articles that would be considered to be of lasting value. Technical accuracy, citation of sources, acknowledgments and quality illustrations are essential.

Timely comments on any aspect of the hobby, i.e., "op ed" pieces, are welcome as are reviews of current philatelic literature. Comments on an article or review published in the *CCP* will be referred to the author of the original piece before being published.

Manuscripts should be submitted directly to the editor. If an article is declined for the *CCP*, the editor will usually offer the author suggestions for an alternative journal.

Communications:

Ongoing communications between the editor and authors by e-mail has been found to be most effective. It is quick and provides both parties with documentation for further reference. Authors are requested to furnish the editor with their phone number(s) and e-mail addresses.

Editing:

All manuscripts and other copy are subject to editing.

Important: Once an article has been accepted as a "final" draft, any changes must be referenced to it. Under no circumstances should a "new final" draft be submitted without approval by the editor.

Scheduling:

Once accepted, the article will be tentatively scheduled for publication. Factors affecting scheduling include: balance (this article vis-à-vis others in the same or recent issues of the *CCP*), space required vs. space available, timeliness requirement, resolution of problems (to

include graphics), open questions and details to be worked out before publication. In most instances, publication of a serialized article will not commence until the editor has accepted all sections.

Electronic Media:

Authors are encouraged to use electronic media, either disk, CD or e-mail attachment for manuscripts.

At present, Microsoft Word, WordPerfect and Rich Text Format are acceptable. A hard copy should *always* accompany this type of submission. **Please send the text portion without embedded illustrations or footnotes, and each illustration as a separate file.** If you have a strong conceptualization of how your article should look, you may include a formatted example of that as a guide, particularly if it contains tables or graphs. At the same time, authors must realize that font metrics and page layout may dictate changes from the layout achieved on their own computers when compared with that of the *CCP*.

Thoughts about Ideal Articles:

The editor believes that it is very desirable to place illustrations on the same page as where reference is made to the illustration. Readers agree, and comment favorably on this technique. Authors can help to achieve this goal. Rather than offering a brief introductory paragraph or two, followed by a paragraph that discusses some items illustrated and adds "(insert Figure 1, 2, 3, 4, 5, 6 and 7 here)", an ideal article will have sufficient text (without padding) to discuss each item before moving to the next. One way to achieve the goal of full text is to examine the "legend" to be used for an illustration (often called the "caption") for excess description. Most of this could, and should, be used in the body of the article, leaving a fairly brief legend (usually a maximum of two or three lines) for the description under the figure. The layout of the article will often use "flow around" text with illustrations beside the text so a large amount of text is not necessary.

Occasionally articles will depend heavily on covers being illustrated, and these may be done either as full column width or flow around, depending on the space available. The print quality of the *CCP* is high enough to allow covers to be illustrated in somewhat smaller format without compromising the need to convey information.

The submitted file should include:

1. The **basic** text, with insertions in brackets of suggested points, such as [Figure 1 here] or [Endnote 7 here]. Please avoid using a footnote/endnote feature in the word processing program, as these will require a lot more work to convert to the form needed for the journal.
2. At the end of the text of the article, include the endnotes, numbered, followed by the bibliography (if any), and then the captions/legends for each illustration (numbered).

Please do not embed any illustrations in the article: The result will certainly be below the resolution needed and is difficult to manipulate. Save each illustration as a **separate** TIF (preferred) or PDF file and number it the same as in the article. (See below.) Check with the editor if any special needs or problems exist in how to submit the article.

Paper (only) Manuscripts:

When only hard copy is submitted, it will be scanned using Optical Character Recognition (OCR) software to convert the text to a word processing system. If using a typewriter, use underlining exclusively to indicate *italics*. With computers, **do not** use underlining, but simply generate any intended italics in the word processing program. Generally, typefaces smaller than 11 points, carbon copies, drafts printed [typed] on both sides or typed with worn ribbon are not acceptable. These days, such submissions are rarities in any case.

Graphics:

Our hobby is a visual one; the quality of illustrations is critical. Our printer relies on the editor to provide an electronic file that has the entire magazine as completed pages, with il-

illustrations all in place. When sending electronic illustrations, please remember one very important point: **do not use jpg or other compression**; TIFF images or PDF files will retain the necessary sharpness, but jpg is usually marginally acceptable. If the files are large, send either a CD or floppy disks with the images. *And this does not mean to take a jpg file and to create a TIF file from it, since the "damage" will already have been done.*

Good results have been obtained from, in order:

- 1.) Scans of 300 dpi as related to the final size of the image. Thus, if an illustration is planned to be shown at double life-size, the scan should be a minimum of 600 dpi. Anything less than 300 dpi is likely to be unacceptable. (The journal's printer can handle up to 375 dpi for the finished product.)
- 2.) Illustrations made from digital photographs; if using this option, the camera should be set at its maximum resolution.
- 3.) Color photocopies or printouts. If using this option, remember that a copy of a copy will lose some sharpness and will appear more washed out than the original scan. Submit original scans if possible.
- 4.) Well-focused black and white photos. Since the magazine will have all illustrations in full color, a color illustration is highly preferred to black-and-white unless no other image is available.

Unacceptable are:

- 1.) Black and white photocopies. (Exception: high quality printouts of graphs or computer generated illustrations from such examination as x-ray fluorescence or technical files that are much too large. If in doubt, ask.)
- 2.) Scans coarser than 300 dpi (unless vital to the article and absolutely impossible to obtain).
- 3.) Most half-tone illustrations from other sources—a moiré pattern frequently appears due to the convergence of the half-tone dots. The usual approach to reduce this is to lessen the focus, which is undesirable for our purpose. If necessary, and the illustration is essential but is from a half-tone, the editor has the capability of reducing the moiré pattern somewhat.

Scanning will usually pick up slight indentations made by paper clips and writing on the back of the illustration, distorting the graphic. Nothing should be written on the back of illustrations. Paper clips should not be used with illustrations.

Arrangements can be made to assist authors in the New York City metro area in securing good quality graphics. Otherwise, it may be possible to submit the original material, within reason, and bearing in mind the security of valuable items. Contact the editor if you have questions.

It is assumed, unless otherwise stated, that material being illustrated is the property of the author. When this is not the case, it is expected that the **source will be acknowledged** at the end of the caption or beneath the illustration if there is no caption/legend. Authors are expected to obtain permission to use illustrations that may belong to others.

Technology in scanning technology continues to advance, and it is advisable to contact the editor if there is uncertainty in this area.

Reviews:

Reviews of current philatelic literature are welcome. However, please contact the editor before writing an unsolicited book review. Otherwise there is a risk that the book may already be under review by another writer. Except in very unusual cases, book reviews should fit on one page of the *CCP* (or less), a *maximum* of approximately 600 words. Reviews written by those having an interest in the item such as authors, publishers, distributors, etc., will be respectfully declined.

Bibliographic information is given at the beginning of a review in the following sequence: *Title in Italics*, by author/s, name and address of the publisher, the year of publication, number and size of pages, binding, illustrations, (if present, note bibliography, maps, use of color, tables, index, etc.) language if other than English, cost (note currency if other than

US\$), source (if other than the publisher), ISBN.

Reviews should be critical if defects in the books are noted. Good aspects should be praised as needed, and weaknesses pointed out if deserved.

Reprint Policy:

1.) Reprint of Material Appearing in the *CCP*:

The editor should be approached directly for any reprint request. Permission of the author is mandatory (if available) and will be requested by the editor. It is expected that prior publication in the *CCP* will be acknowledged in the reprint (even if the article has been subjected to revision when reprinted), with full bibliographic reference. Two copies of the publication containing the reprint will be furnished to the library, for retention or distribution, as appropriate, to the author or the editor of the *CCP*.

2.) Reprint by the *CCP* of Material First Published Elsewhere:

An article of merit published elsewhere may be considered for publication in the *CCP* if it is felt that it has not already come to the attention of most members of The Collectors Club who might have an interest in the subject. To be given consideration, the article should have a strong component of interest to a wide readership. The original source will be cited in the *CCP* and the author will be furnished copies of the *CCP* containing the article.

3.) Translations:

Articles originally appearing in a language other than English may be considered for publication, and will generally follow the procedure in (2.) above, with a member of the *CCP* Editorial Board assisting or coordinating the translation effort, if necessary.

4.) Simultaneous Publication:

Articles that are intended for simultaneous publication in the *CCP* and a specialty journal may be considered. Such arrangements require coordination between the author and the respective journal editors. It is expected that **the author will advise the editor if publication is being pursued with another publication at the time the manuscript is submitted.**

Source Citation:

The *CCP* is a publication often used for reference and as such it is essential that authors cite their sources. There are a number of ways in which this can be done. However, the method of choice for the *CCP* is endnotes. These notes are keyed by superscript numbers in the text (added by the editor during layout of the article). These notes then cite the source in sufficient detail to facilitate further study by the reader. If a bibliography is also provided (this is encouraged, although an exhaustive bibliography of the sort found in scholarly publications may be shortened to reasonable length), the endnote may be condensed and linked to the bibliography where full bibliographic data will be provided. A short-title form is preferred to *op. cit.* or *loc. cit.*

Examples:

Notes [smaller font than text]:

1. John Smith (author), *Title of book in italics* [English translation if title is in foreign language, roman type in brackets] (City of publication: publisher, year of publication), page reference.
2. John Smith (author), "title of article," *Title of journal in italics*, volume & number (date), page reference.

Bibliographies are similar:

Smith, John. *Title of book in italics* [English translation if title is in foreign language, roman type in brackets]. City of publication: publisher, year of publication.

Civility:

When expressing a point of view that differs from another or in writing a critical review, disparaging remarks are unacceptable.

Style Guide:

There are many useful style guides that are available. The editor relies on an older volume *Words into Type*, published in 1974 by Prentice Hall, but can also recommend the 15th Edi-

tion (2003) of *The Chicago Manual of Style* and (1999) *The New York Times Manual of Style and Usage*. These references set the standard for the CCP, but may differ in opinions of how to handle certain matters. At least one will be available in most libraries and bookstores.

CCP Conventions:

Except when making a direct quotation, American conventions of spelling, punctuation and word usage are standard. With the exception of denominations and rates, numbers less than 10 are usually spelled out [examples: nine, 10]. Exceptions and special conditions may apply. Fractions are to be expressed as $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ and not $\frac{1}{4}$, $\frac{1}{3}$, $\frac{1}{8}$ or $\frac{7}{8}$. If the ability to make fractions is not available, the editor can make the change.

The use of **boldface** is generally limited to subtitles and the **figure no.** in an illustration caption/legend. *Italics* should be used where emphasis is intended.

Single quotation marks ['xxxxxx'] are limited to a quote within a quote. Double quotation marks ["xxxxxx"] are used in all other cases. Punctuation at the end of a quotation will normally precede the final quotation mark, again with exceptions.

Dates are to be expressed as month, day and year [November 30, 2003], with the month spelled out. If the date occurs within a sentence, the year is always followed by punctuation such as a comma if the full date is cited (example: "...it was printed on April 11, 1859, and..."). Exceptions are direct quotations or describing a postmark—the latter case should follow the convention of the postmark itself, and, if necessary for clarity, enclosing it in quotes.

Italics are used for:

Titles of publications.

Titles of exhibits.

Foreign words or phrases unless commonly used in philately or in the English language [ex.: tête-bêche].

Emphasis.

Names of specific aircraft and ships, but not such abbreviations as SS and HMS that may precede them [example: SS *United States*].

Symbols for monetary units are acceptable [ex.: \$, ¢, £, /, d, €]. The symbol for euro [€] sometimes does not successfully translate from one word processing system to another—a further reason for the importance of hard copy. In British currency, "d" is used for pence in the sterling system and "p" in the decimal.

A comma is not used following the penultimate in a series [example: this, these, that and the other]. Exceptions to this may be made if the use of a comma is necessary to avoid misunderstanding.

At the end of a sentence, a *single* space follows the period or other final punctuation, *not two*, which is a carry-over from typewriter days. Underlining is not normally used—it is again a relic of typewriter days when italics were not available. Use italics instead (unless you're using a typewriter).

Generally, it is preferred that the name of a state be given in full, i.e., Massachusetts. If the author has a strong preference for an abbreviation, the conventional one should be used, i.e., Mass., and not the postal abbreviation, i.e., MA.

Author Emoluments:

Authors are eligible for a modest honorarium, really just a token of our appreciation. Out-of-pocket expenses may be reimbursed, but should be approved by the editor before the expenditure is undertaken. The *Collectors Club Medal* is presented to the author of the article judged by the Club's awards committee to be the best during the year.

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