

Text instructions for authors/contributors

- Please submit the text in either a Word doc/docx or Open Office file, .odt. If neither is possible please send your text via email.
- Apart from paragraphs and normal punctuation, please do not format the text or refer to illustrations as being on the *right, left, above or below*. The Editorial Board will liaise with our art worker to arrange the photos appropriately.
- Single spacing is now the norm in The Journal. There is no need to leave a double space at the end of a sentence.
- Words in that are written in French or any other language in the text should be in Italics, with the exception of people, product or place names. If writing in French this will be taken care of at the translation stage
- Captions should all be in italics with words in other languages in Roman type (normal lower case).
- If you are referring to illustrations, please set out the text in either of the two formats below, either:
 - a) with the complete text and then a list of the illustrations or
 - b) with the photo names and captions inserted into the text immediately below the text where they are referenced.

For example:

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When you are using photos in your article submitted by other Club members please caption your own photos and the Editorial Board will look after the rest.

- Where you are submitting copy that is divided, either by days of the week, or by type of item, please make the divisions between the different sections clear by using **bold headings**.
- If text and jpegs need to be grouped together to define a category, please highlight in yellow. i.e.

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If you have any questions please contact the Editorial Board