

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

Font type and size preferred is Rockwell 11, single-spaced.

Please ensure each page is numbered.

Photographs

Photographs need to be properly exposed and in focus.

If you're having trouble holding the 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.

Where possible, try to take the photos in even, natural light.

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 submitted as:

- An attachment to an e-mail; or
- On a disc.

Please don't insert photos into a word document.

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, preferably drawn in black ink to make scanning easier.

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. If you have any questions, phone, e-mail or write to the Editor.

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