

Sheetlines

Notes for authors

“Contributions, long or short, profound or trivial (but related to Ordnance Survey matters, however tenuously) are always welcome.” These notes are provided to ensure that your copy has a particularly warm welcome.

We aim to publish a rich mixture of ‘amateur’ and ‘professional’ articles. There are no explicit guidelines as to length. Some articles, for example those with complex cartobibliographies, must of necessity be long; most others will benefit from re-reading to see if the ideas can be expressed more succinctly. As a general rule, the more tenuous the link to Ordnance Survey, the shorter the article should be. The Editor may prune articles if space is short, or to contrive that *Sheetlines* exactly fills the required number of pages.¹ Titles of articles should be reasonably succinct. Detailed tables or listings which are not essential to the understanding of the article may be published as an appendix on the website, to make best use of the limited space in the journal itself.

Sheetlines is prepared on a PC. Copy is welcome by e-mail or on CD and should be either a Word document, ‘rich text format’ (RTF), or plain text. Do not attempt to mimic the published font size or layout. All text is formatted using a standard ‘template’. Including your own formatting hinders rather than helps this process.

Contributions typed, or clearly printed, on A4 paper can usually be accepted. These are scanned using optical character recognition software. Avoid exotic typefaces and, with a manual typewriter, **please** clean the keys and use a good black ribbon.

Short handwritten pieces may also be accepted at the Editor’s discretion, but should be submitted in very good time to allow for processing.

The **final** copy date for each issue is the seventh of the month before publication, but articles are welcome at any time and the earlier that you submit your copy the more likely it is to be published in the next issue. You are particularly invited to advise the Editor well in advance before you embark on any extensive preparation, so that space can be reserved.

Illustrations

Map extracts, diagrams and photographs add greatly to the interest of the publication. Illustrations should be clear and, wherever possible, in colour. Illustrations are scanned into the computer, which allows for limited picture editing. Minor imperfections can be corrected and contrast adjusted, but any detail that has been lost in the original scanning cannot magically be restored.

Sheetlines is prepared on A4 sheets, which are reduced to A5 by the printers. The size of scanned illustrations can easily be altered, but best results are obtained if the original artwork is prepared, or photocopy made, at a magnification of at least 40% larger than final size. Please indicate the magnification used when submitting copy.

Illustrations may be submitted electronically in any of the common graphics formats, but should be separate files from the text and have a resolution of 300 to 600dpi.

¹ Hence, occasionally, some apparently pointless tinkering with copy to avoid a paragraph spilling over to a new page.

Style

We have no wish to force a uniform style on authors, though Gowers's dictum² 'Be short, be simple, be human' is always good advice. There are, however, a few points of usage on which we aim to achieve consistency (except, of course, in direct quotation).

Numbers: single word numbers in the text are usually spelt out, 'sixty', *not* '60'; numbers larger than 9999 are comma separated as '1,000,000'.

Dates: as '8 November 1980'.

Scales: given as a representative fraction, '1:2500' or '1:10,560'. Scales related to imperial units may be written, without capital letters, 'one-inch'. Capitals are only to be used where the scale forms part of the formal title of a series of maps, thus "general publication of one-inch mapping came to an end and the One-inch Seventh Series was replaced by the 1:50,000 First Series". Which brings us to the vexed question of ...

Series or edition: current practice is to use 'edition' to denote the particular revision of a sheet within a 'series', thus '1:50,000 First Series, sheet 193, edition A/*/*'. However, use 'Edition' in preference to 'Series' if this word occurs on the map, or otherwise, as part of the title of the series, e.g. 'Popular Edition, price 2/6'.

Footnotes and references

Footnotes usefully convey supplementary information, but do interrupt the reader's smooth digestion of the text. Use them with discretion, other than for their essential purpose in providing references.

References follow a conventional academic format. It is particularly important to provide a full reference, including page number, whenever a direct quotation is used. As shown by the example on this page, a book is referenced in the form

Author, *Title*, edition, Place of publication: Publisher, year, page(s).

The author's name is given as it appears on the title page of the publication, with first name or initials before surname. The place of publication may be omitted for the Ordnance Survey, HMSO and the Charles Close Society itself.

A reference to a journal article has the form

Author, 'Title of article', *Title of journal*, **volume number** (year), page(s).

References to articles in *Sheetlines*, such as the original version of these notes,³ may be given in the simple format

Sheetlines issue, page.

Those distinguished experts with one or two digit CCS membership numbers will consider these few notes a gross over-simplification! The Editor hopes to publish an extended glossary of technical terms and their usage in a future issue.

² Sir Ernest Gowers, *The Complete Plain Words*, second edition, Harmondsworth: Penguin, 1973, 36.

³ *Sheetlines* 63, 60.