

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.

Copy is welcome by e-mail or on CD and should be either a Word document or plain text, unformatted except for the italicisation of references (see below). *Sheetlines* has specific formatting templates and authors should not attempt to apply page or margin formatting; this hinders rather than helps the process.

Sheetlines closes on the first of the month before publication, but articles should be submitted well before that date; 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. Do not embed illustrations in the text; supply them separately as jpps (300-600 dpi), with separate captions and an indication of where you would like them to be inserted.

Sheetlines is prepared as A4 pages which are reduced to A5 in printing. 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.

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).

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

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

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 above, 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.

³ *Sheetlines* 63, 60.