

## Style Sheet for *The New CartoPhilatelist*

1. Articles may be sent either by email or postal mail.

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USA [if needed]

2. I use Microsoft Word, and Publisher, so I prefer files that are compatible. If you use different software, and intend to send the files by email, please save them as .txt files. If you are sending hard copy, it doesn't matter.

3. For electronic files, please single space, and run a spell-check. For hard copy, please double space, and check your spelling. In both cases, if you use an unusual spelling of a word or an unusual grammatical construction, and want it kept please insert [sic] after the word or phrase. I spell check the whole issue, so that will help me determine whether to keep something the spell-checker can not handle.

4. The names of maps and the titles of books should be underlined or *italicized*. Articles within books should be in quotation marks. I will keep the unusual spellings of old maps and books with out the [sic].

5. If you want stamp images included in the article, please include them with your submission. I have quite a few map stamps, but not all by any means. Scan the stamps at 300 dpi against a black background. (I tape a sheet of black paper to the inside of the cover of my scanner, and use a drafting triangle to line the stamps up.) You don't have to crop them to the edge of the stamp, I will do that. I will also straighten them, if necessary, and do whatever editing of the image is needed. If you want to circle an area, or add an arrow pointing to a particular feature, tell me what and where, and I will try to comply.

If you wish, you may scan up to 4 images at a time. Leave approximately  $\frac{1}{2}$ " between images, both horizontally and vertically. I will separate them.

Send the images as .jpg files (with minimal compression), or if you are concerned about detail .png or .tif files. They are both "lossless" formats, so the image does not lose detail.

Be sure to tell me where you want the stamp in the article. Put the designation in parentheses where you want it, like this: (Liberia 233).

6. A column of type without images is *about* 300 words of 9-9.5 point print. Articles in the Whole Number 10 ran from 500 words, to one of 9 columns with a lot of images, so possibly 1500 words. Articles of all sizes are needed. Many word processors can tell you how many words you have. If you know, let me know when you send the article. It would help in laying out the issue.

7. I am not interested in a totally consistent style for all the articles. However, there are some things I would ask. Don't use contracted negative verbs; use "do not." Watch the apostrophes for possessives; put them where they belong. I prefer *Jones'* to *Jones's*, but if you prefer the other I will respect it. Wherever possible avoid abbreviations. And generally use standard English, whatever that is these days.

8. Deadlines: December 1, March 1, June 1, September 1.

9. Translations of non-English articles or references must be provided by the submitter.

Martin  
January 12, 2008