Notes for Contributors   Nonsuch News

Copy

We really appreciate your taking the time to write a piece for the Club newsletter. To help us in putting the publication together, (and to save both you and us time and wasted energy), we'd very much appreciate it if you could please follow as many of the following as possible:

1. Single line spacing.
2. 10pt text size (your usual font is ok).
3. Only simple/basic layout to show headings or bullet points.
4. No double carriage returns - just a single one at the end of a paragraph is best.
5. No double spaces, especially at the start of sentences, a single space throughout is best.
6. 'Find and replace' is a good way to check your document for 3. and 4. above.
7. Use a UK spell checker when you've finished.
8. A word count at the end would be useful, but don't worry if you can't do this.
9. Save as a Word (.doc), .rtf or similar document.
10. …and most importantly, put your name as author at the bottom end.

Event/Dates/Review format

Currently, there is a standard way that event and review information is presented in the newsletter, and it's extremely helpful to receive copy in this format (please note the punctuation). If you're not sure, just have a look at the relevant pages in a current issue of Nonsuch News. Don't worry if you can't do this, but it does save us a lot of work if you can at least type the information in the relevant order:

1. *Events (upcoming, past)*
   Event name: date, address
   Detail of event (include contact details if possible)
   <u>Diary Dates</u>
   Date: Event name, address, detail (include contact info),
2. *Member's gigs (please keep it brief)*
   Date: Event name, place
   Detail e.g. time, cost etc (include contact info if possible),
3. *Reviews*
   <u>CDs, DVDs</u>
   Artist or band name
   Title and label detail
   Available from…(can be a website)
   Picture of cover
   Your review copy
   <u>Books</u>
   Title and ISBN/publisher info
   Author
   Available from…(can be a website)
   Picture of cover
   Your review copy.

Pictures

Please do not send any pictures embedded in a Word (or similar) document. It's best to send a file of just the photo/artwork/diagram/music etc, saved as a .png or jpeg (.jpg).

Send your copy and photo/s as separate files.

Photos/illustrations/diagrams need to be in high resolution for printing purposes. ***300dpi is the ideal****. To give you an idea, we need pic files that are ***at least 2-3Mb in size*** - not Kbs, which are too small for paper printing, and won't give a very clear, sharp image.

They need to be sharp, higher contrast, preferably without microphones in front of faces. Try and frame your picture in an interesting way. It's helpful to have portrait and landscape shots.

Please credit the person/s or organisation who took the picture/drew the illustration/wrote the tune for Copyright purposes. Text and/or pictures usually belong to someone, whether in a book, newspaper or on the internet. It is illegal for us to use them without the written permission of the holder of the copyright.

* see below

Copy dates
Please send in your copy by copy date.

Spring newsletter copy date 1st February published early March.

Summer newsletter copy date 1st May published early June.

Autumn newsletter copy date 1st August published early September.

Winter newsletter copy date 1st November published early December.

We do our best to include as many items as we can in the Newsletter as members' experiences, information and views are an important part of the publication. It may be that due to unforeseen circumstances, we have to hold over pieces to the next available issue.

If you're unsure about any of the above information/instructions, please email the current Editor (see website or most recent issue of Nonsuch News for email address). He/she will be able to assist you.

Finally, **thank you** for your contribution and we hope you enjoy reading it in Nonsuch News!

* For those who are more 'techie', If it's a very large 72dpi picture, (eg 20cm x 20cm) you can save it to 300dpi on your computer by opening it up, going to images/tools/adjust size (or something similar, depending on the software you have). Change the resolution to 300dpi, but make sure you uncheck the 'resample image' box. If the image's 300dpi final saved size is less than 5cm x 5cm, then the original file is too small for us to use. Pics taken off the internet are usually 72dpi and are often quite small files too - not suitable for our purposes.