GUIDELINES FOR CONTRIBUTORS

ELEGIBILITY: space in *Flying Fish* is limited, so publication is normally limited to articles written by members (including associate members), their spouses/partners, or their long-term crew.

CONTENT: anything which is likely to be of interest to other members – cruise and liveaboard accounts (including humour), technical articles, recipes, letters, book reviews and obituaries. Please check before to submitting the latter two, and also tell me if you're sending the same piece (or photos) elsewhere, inside or outside the OCC.

Finally, please ensure that all personal, boat and place names are spelt correctly, in both text and captions. I can't always check them and errors can offend!

LENGTH: no more than 3500 words and preferably under 3000, except in *very* special cases – and normally only one article per member per issue. I dislike having to cut other people's writing and generally throw overlong offerings back to the author for amendment, so if your efforts are lengthy, please allow extra time.

FORMAT: MS Word (any version) or PDF, with or without embedded photos (though see next page), sent as an e-mail attachment. With prior warning I'm willing to scan good quality typescript, but *Flying Fish* no longer accepts faxed or handwritten articles. If sending by snailmail a warning e-mail is helpful, and sets bells ringing if the envelope doesn't follow. (If posting in the UK, please check the thickness of your package – an ordinary letter must not exceed 5mm, which catches many people out.)

If place (or personal) names need accents which you aren't able to create in Word, please include a list at the end – something along the lines of 'the A in Mogan and the I in Bahia both need acute accents, and the N in Montana needs a tilde' (aka a squiggle above it) works well.

Please don't spend time on fancy formatting – it won't import into my layout programme. Stick to a standard font such as Times New Roman, Ariel or Calibri, and limit yourself to capitals, italics and bold.

Finally, **PLEASE BE ORGANISED!** If the text you send is not intended to be your final draft please make this clear in your cover note. It's frustrating to spend time editing only to receive a new, and very altered, version a month or two later. Minor amendments or corrections are fine, however, either made using the 'tracked changes' feature in Word or typed into the previous version in **RED** and then **highlighted** – though note the deadlines near the bottom of page 176.

ILLUSTRATIONS: please send photos in JPG format by e-mail, WeTransfer, Dropbox or similar, though by arrangement I'm willing to receive prints for scanning (most often to accompany obituaries). If sending the latter, never write the caption on the back in ink or ball pen as it often smudges onto the next photo – a self-adhesive sticker on the back bearing a **pencilled** caption is much safer. I take great care of prints and original artwork and return them after use, but neither *Flying Fish* nor the OCC can be held responsible for loss or damage.

Watercolour paintings or black-and-white line drawings (including cartoons) make an

interesting alternative should you or your crew have skills in that direction, in which case you may prefer to send a high resolution scan to avoid parting with the original.

PLEASE DON'T SEND MORE THAN 20 PHOTOS MAXIMUM – while you're submitting a single article, I receive up to 20 for the average issue, which means around 400 images to juggle. My filing system is legendary, but it has its limits! Some contributors also send a Word document or PDF showing where the photographs should fall. This can be very helpful, but please don't forget that I'll still need the photos as individual JPGs. Although it's possible to extract pictures from document files, the quality suffers dramatically.

To reproduce well, photos need to measure at least 16cm wide at 300 dpi or 67cm wide at 72 dpi (the default setting for most cameras). If this means nothing to you, please send your photos EXACTLY as they were downloaded from the camera – even opening and saving under another name will degrade the quality. Like all editors I detest times and dates embedded into photographs, and even worse are embedded captions. The former are generally added by the camera, the second by a software programme, but both can and should be turned off.

When sending photos by e-mail, **manually** attach no more than three per e-mail (do **NOT** use the 'attach to e-mail' facility available in some image programs, which compresses the file data). A label in the e-mail's subject line – 'CAPE HORN article; e-mail 1 of 6; pics 1 to 3 attached', for example, ensures that I know what I should receive and you know what you've sent. Then round off with a final e-mail, with no attachments, confirming how many e-mails and photographs are on their way. I try to acknowledge articles and photos within 48 hours, but like most of us I cherish the occasional day away from my computer, so don't panic and start resending until at least five days have elapsed.

If using WeTransfer or Dropbox please don't be tempted to send enormous TIFF or RAW files. I sometimes use mobile wifi, and the photos for one article can gobble up a month's quota in half-an-hour. If you work on your photos in TIFF (as I do), please save them as high-res JPGs before sending. Note also that whatever the order in which you upload your photos, they'll download in numerical or alphabetical order – not a problem so long as they tally with the captions ... see next paragraph.

CAPTIONS: please provide a list of captions in the order they relate to the text. Don't spend hours renumbering or re-titling the photographs themselves – I'd much rather receive captions in Word than have to extract them individually from each photo's file title. Something along the lines of:

    Photo 1 (DCM 3285) Getting ready for sea
    Photo 2 (DCM 3321) Leaving Lajes, Flores, John at the helm
    Photo 3 (DSP 00045) The whale! (photo Sue Black)

is perfect and gives me all the information I need. For a five-star rating, indicate in the text approximately where each picture should fall – '...We arrived in Horta (pic 5) and promptly started our painting on the breakwater (pic 6) ...' etc. (Not necessary if you're also sending a PDF or Word documents with the photos in place, of course).

CHARTLETS: if relevant, please include a rough chartlet of your travels, showing

your route and the places mentioned in the text. Don't worry if the map on which you draw your route (on paper or computer) is copyright, or if your efforts are a little untidy – *Flying Fish* chartlets are nearly always redrawn for us, overcoming both of these problems. Google satellite images are among those covered by copyright, but their 'Permission Guidelines' (see www.google.com/permissions/geoguidelines.html) allow reproduction in order to 'demonstrate product use'.

LAT/LONG POSITIONS: if your article includes cruising information useful to others, please include latitudes and longitudes where appropriate, preferably as a separate list. Although unlikely to be included in the printed version of *Flying Fish* they will normally be retained on-line. They can also be very useful in locating out-of-the-way harbours and anchorages if a chartlet is being drawn.

COPYRIGHT: please ensure you either own the copyright of photos or have the photographer's permission for them to be reproduced on the OCC website as well as in *Flying Fish*. A credit will be printed if included with the caption, but *Flying Fish* cannot pay reproduction fees.

Note that if you hope to sell your work to a commercial magazine you should do this first, as most will not consider an article which has already appeared elsewhere, even in a humble club journal. *Flying Fish*, on the other hand, is generally happy to print articles which have already appeared commercially, and can often feature them at greater length and with far more photographs.

DEADLINES: Final submission deadlines are **1 FEBRUARY** for publication in **June**, and **1 OCTOBER** for publication in **December**. An issue may be closed earlier if it becomes full, however, in which case the pieces last to arrive will be held over for the next edition. I always appreciate prior warning that an article is imminent – doubly so in the weeks immediately preceding a deadline – and though this won't guarantee space in a crowded issue it will certainly increase your chances.

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Anne Hammick, Editor
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AND FINALLY, A NOTE FROM OUR LEGAL TEAM ...

You should not submit material for publication which is in any way confidential, defamatory or knowingly inaccurate. By submitting material for publication, you warrant that either you are the copyright holder or you have the copyright holder's permission to use the material without restriction and further, that you have the authority to and do grant to the OCC limited licence to publish the material in its publications and on its website.

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