

# NEW ZEALAND PIPEBAND

Magazine of the Royal New Zealand Pipe Bands' Association (Inc)  
P O Box 5501 CHRISTCHURCH      PHONE: 0 3 3597806  
RNZPBA website: [www.nzpipebands.org.nz](http://www.nzpipebands.org.nz)  
EMAIL: [cstevens@csit.co.nz](mailto:cstevens@csit.co.nz)

## Contributors Guidelines.

Interested in preparing material for inclusion in the NZ Pipeband magazine?

Great – we look forward to receiving it.

We've noticed over the past year that, in order to maintain a high standard of publication, we often need to spend a lot of time tidying up articles submitted to us. There are probably a few things you can do to minimise this – the following points may assist.

### Media:

- ◆ We will reluctantly accept hand written articles. The process of typing out a submitted article is time consuming, and prone to error.
- ◆ Type written content is okay if original (not faxed or photocopied), as we can scan these and convert them to editable text.
- ◆ Emailed text or attached document is our preferred means of receipt.

### Format

- ◆ If possible, please send the article as an attachment, please use Microsoft Word document format, or if you have some other word processor (e.g. Works, Word Perfect), save your work as an RTF (Rich Text Format) or TXT (text) file. Please keep page formatting as simple as possible – we often cannot use “clever” formatting, and have to convert the whole document to plain text before we can start to use it.

### Capitalisation:

- ◆ When referring to a specific band by name, then capitalise “Pipe Band”, otherwise use “pipe band”.

### Punctuation:

- ◆ For consistency, we try to use a period (full stop) at the end of a sentence, with no space between the period and the last word in the sentence. Follow the period with two (2) spaces before the next sentence. Just use a single space between all other words in a sentence.

### Images

- ◆ The quality of images we receive electronically varies considerably. As a rule of thumb, images should be 300dpi, in TIFF or JPEG. If you can't produce the image electronically, then send us the photo – we'll do the scanning.
- ◆ Don't imbed images in a Word document but send as separate TIFF or JPEG files

### Timing

Our scheduled print dates are:

- ◆ February 15<sup>th</sup>
- ◆ May 15<sup>th</sup>
- ◆ August 15<sup>th</sup>
- ◆ November 15<sup>th</sup>

In each instance, we set our deadline for copy on the 15<sup>th</sup> of the month prior. Some leniency may be extended if we know the expected size of the contribution.

