

Contributing Bulletin items

Revised 2018

Text

1. Articles submitted should be in the form of a word-processed file via E-mail which should have the phrase “DF Bulletin” in the Subject line **or placed in the appropriate Dropbox, details of which are emailed out by the editors to committee members (others please enquire)**. Email text alone will not be accepted.
2. Please submit in native format (http://en.wikipedia.org/wiki/Native_and_foreign_format) and in “text-only” Rich Text Format (.rtf) and additionally send pictures in their original format. An accompanying print-out (or pdf) would also be useful.
3. Please note the width of the borders used in Dipterists Bulletin; for conformity with style would newsletter compilers please match this format. The document must be A4.
4. **Do not** use “all capitals”, underlining, colouring, blank lines between paragraphs, carriage returns in the middle of a sentence or double spaces.
5. **Do not include hyperlinks in your document**. Since they serve no purpose in a printed document and the editor has to spend time taking them out again (the text is unformatable in DTP if it has a hyperlink attached), documents containing hyperlinks may be returned with a request for you to remove them. There’s a guide on how to remove Word’s default hyperlink formatting at <https://tinyurl.com/ybfpjxj6> Scientific names should be italicised throughout and boldened only at the start of a paragraph.
6. Place names should have a grid reference.

Illustrations

7. Colour photographs are now used extensively in the Bulletin, they appear coloured only in the pdf versions of older Bulletins prior to 2018.
8. Please include all original illustrations with your articles. These **should** be suitably “cleaned up” (e.g. removal of partial boxes around distribution maps, removal of parts of adjacent figures from line illustrations) but please do not reduce their quality by resizing etc. .
9. Please indicate the subject of the picture so that a suitable caption may be included, in some cases it will be possible for the picture file’s name to be changed to its caption (e.g. 049.jpg becomes Keepers Pond NN045678 12 Oct 2008.jpg).
10. Add the appropriate metadata to your picture. Your camera instructions will tell you how to add **your own name** to every shot you take. There is also a field for title (species name) and location which would have to be added afterwards.
11. All group pictures should identify all the individuals portrayed.
12. **Powerpoint** and Word files are a useful means of showing your layout but this is not an appropriate method of sending images. We’ll be glad of AGM presentations in Powerpoint if that’s all we can get.
13. **Dropbox** or similar is appropriate for submitting images for larger files.
14. Line artworks are also encouraged - especially cartoons
15. Colour pictures and illustrations will be printed in colour from 2018
16. A suitable colour photograph is sought for the front cover (and inside front cover) of every copy of the Bulletin, note that it must be an upright/portrait illustration and not an oblong/landscape one for the front cover.
17. Due to the short time-scales involved in production, the editors will not use any pictures where they consider there to be doubt concerning copyright. **Add your personal details to the metadata of the picture**, guidelines to this in Bulletin #76.

Tables

18. Tables should be submitted in their original spreadsheet format (e.g. Excel)
19. Spreadsheet format is also appropriate for long lists

When to send (deadlines)

Spring bulletin

20. Aims to be on your doorstep before the end of February, the editorial team has very little time available during January and so would appreciate as many contributions as possible by the middle of December; the deadline for **perfect copy is the 31st Dec**, it will be printed then distributed in late February. Please note that the date for contributions is now earlier than for previous Bulletins.

Autumn bulletin

21. Aims to be on your doorstep by early October, contributions should therefore be made to the editor **by the end of July**. It will be printed then distributed in time for final notification of the Annual Meeting, although late details may be posted on our website. Please note that the date for contributions is now considerably earlier than for previous Bulletins.

Where to send

22. Would Bulletin contributors please ensure that their items are sent to **BOTH** Darwyn Sumner and Judy Webb.
23. Compiling and proofreading take place immediately upon receipt. Please send only your final proofs.

Newsletters

24. Please ensure that your newsletters have an **EVEN** number of pages so that they can start on recto and end on verso.

Determining resolution and dimensions

Different graphics applications have different means of displaying this information but typically, even if you use the default system that came with your camera, you should be able to find out the following image information:

25. **Dimensions:** Bulletin columns are 9cm wide. Your picture should be at least this size, but double that is excellent. At that size it must have the following resolution:
26. **Resolution:** Commercial offset printing (this Bulletin and Dipterists Digest) requests 300 dpi. Images larger than the required dimensions we scale down, thus increasing their resolution. This makes no difference to the commercial print quality but the pdf version will have better resolution when one zooms in.

Image metadata

The manual that came with your camera provides instructions on how to set the camera up so that your own name is automatically placed in the image metadata. This is a good practise for a variety of reasons.

The software that came with your camera (or you downloaded) will give you access to other metadata fields which you can add afterwards, many of them can be useful in managing your collection of images.

Consider adding the species name to the “title” field and location details to the “location” field.

Third party image organisers (termed “digital asset managers”) may be obtained and were discussed in Bulletin #76