



## GUIDELINES FOR AUTHORS

**1.0 Purpose.** The purpose of this document is to provide guidelines for the submission of articles for the *PHSC Journal*.

Guidelines *per se* are not rules. They are merely suggestions to make the entire process of writing for the journal easier for all concerned. Regardless of the form in which an article is submitted, it will be edited to conform to the style used by the Journal.

### 2.0 Submissions.

**2.1 General.** If you have prepared an article or are considering doing so, we suggest you contact the editor to determine whether or not the subject area is acceptable. For example, if the editorial committee is planning on a topical issue on a given subject and your article is on a totally different subject, the editor may ask you to hold off for an issue or two. Or, if a similar article has been run in the Journal in the recent past, another article on the same subject would not be timely. However, if your article is a totally different approach to a subject that has been published recently, it may be of considerable interest.

Send all submissions for future issues to our editor, Larry Goldberg, via email at:

**[editor@postalhistorycanada.net](mailto:editor@postalhistorycanada.net)**

Or, send it by regular mail to:

**Larry Goldberg  
P.O. Box 7170  
Buffalo Grove, IL 60089-7170  
USA**

**2.2 Multiple Submissions.** We strongly discourage the submission of a given article to more than one widely circulated publication. If your article has been sent to multiple publications, please advise the editor accordingly.

**2.3. Use of Copyright Material.** Should your article contain material that is protected by copyright (e.g. an illustration from a published work), it is incumbent on the author to secure written permission from the copyright holder and submit the letter to the Journal editor. Please include a complete citation.

**3.0 Format.** Generally speaking, the format in which you submit your article will not affect acceptance or rejection. The following formats, in order of preference, are acceptable:

**3.1 Computer-generated.** Copy produced on a computer and using either Microsoft Word, Word Perfect, Apple Pages or Open Office are preferred. These can be forwarded to the editor as an email attachment or on a CD or DVD using regular mail.

**3.2 Typewriter.** Typewritten copy is also acceptable. Please double-space your text and print it on only one side of a sheet. Submit via regular mail.

**3.3 Handwritten.** We will not reject handwritten copy provided that it is legible, although both computer-generated copy and typewritten copy are, by far, more preferable.

**4.0 Images.** The following image formats, in order of preference, are acceptable:

**4.1 Scanned images.** We prefer images in either a high-resolution (greater than or equal to 300 dpi) jpeg or tiff format. All scans should be in full-colour and actual size. Please note that the maximum size image we can accept is 5.5" X 7" regardless of format.

**4.2 Photographs.** Good, clear photographs are acceptable. If the photo is of a piece of philatelic material, please advise us of the actual size of pictured item.

**4.3 Photocopies.** Photocopies are the least preferable image format, but they can be used provided that they are good, clear images. If you need to submit photocopies, check your photocopy machine and see if it has a photo option. If it does, please use it.

**5.0 Bibliographic References.** There are a number of excellent style manuals available that offer rules for all aspects of editorial style. We have investigated various alternatives and find that the following is the least difficult to use and comprehend.

**5.1 Reference indication.** References will be indicated by the use of a superscripted Arabic numeral, viz.:

This was the Oil Works, on Skidegate Channel, where a high-quality lubricating oil was refined from dogfish livers.<sup>2</sup>

**5.2 Endnotes vs. Footnotes.** As the name implies, endnotes show all references in one place at the end of an article; footnotes appear at the bottom of each page. The Journal uses endnotes instead of footnotes.

**5.3 Citing Books.**

**5.3.1 Single Author.**

Author's Last Name, Author's First Name. Title of Book:  
Subtitle of Book. Location: Publisher, Year. Medium.

**Example:**

Newman, Geoffrey. The Bickerdike Machine Papers.  
Toronto: Unitrade Press, 1986. Print.

**5.3.2 Books with Two Authors.**

Author #1's Last Name, Author #1's First Name, and Author  
#2's Last Name, Author #2's FIRST Name. Title of Book:  
Subtitle of Book. Location: Publisher, Year. Medium.

**Example:**

Day, K.M. and Smythies, E.A. Canadian Fancy  
Cancellations of the Nineteenth Century. Toronto:  
BNAPS, 1962. Print.

**5.3.3 Books with an Editor instead of an Author**

Editor's Last Name, Editor's First Name, ed. Title of Book:  
Subtitle of Book. Location: Publisher, Year. Medium.

### **Example:**

Gray, Ross, ed. Catalogue of Canadian Railway Cancellations and Related Railway Postmarks including Selected Waterway Postmarks. Ottawa: BNAPS, 2009. Print.

### **5.3.4 Books with an Editor and Author.**

Author's Last Name, Author's First Name, and Editor's Last Name, Editor's First Name, ed. Title of Book. Subtitle of Book. Location: Publisher, Year. Medium.

### **Example:**

Steinhart, Allan and Scrimgeour, Gray, ed. British North America and Great Britain 1838-1865: A record of Allan Steinhart's collection of trans-Atlantic mail between Canada and the United Kingdom. Unknown location: PHSC, 2010. Pdf.

## **5.4 Citing Journal Articles.**

### **5.4.1 Journal Article in Print**

Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." Title of Journal, Volume Number (date of Publication): pp-pp. Medium.

### **Example:**

Dickenson, Gary. "Where's Roessler?" PHSC Journal. No. 141 (Spring 2010): 15-21. Print.

## **5.5 Citing Websites.**

### **5.5.1 Work Published only on the Web**

Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." Title of Overall Website (URL). Publisher or sponsor. Date of publication dd Month yyyy. Web. Date accessed. dd Month yyyy.

### **Example:**

Handelman, David. "Soldiers' letters to or from Canada 1802-1841." [postalhistorycanada.net/php/Library/Research/index.php](http://postalhistorycanada.net/php/Library/Research/index.php). Postal History Society of Canada. 2006-7. Web. Date accessed 15 June 2011.

### **5.6 Other Citations.**

Obviously, there are other types of media that may require citations. If not listed in this document, please contact the editor.

**6.0 Author Information.** We would appreciate authors providing us with a little bit of biographical information. This is entirely optional, but we find that readership increases when people know something about the author. Just tell us the following:

**6.1 Name**

**6.2 Town, State or Province, Country**

**6.3 What you do for a living (or did, if retired)**

**6.4 Philatelic Information including collecting interests, why you collect what you do, how long you have been a collector, etc.**

**6.5 Membership in Philatelic Organizations**

Please submit this information with your article.

**Posted 1 July 2011**