

SUBMISSIONS

BY WENDY HARLOW
KIBITZER EDITOR



Article, artwork and photographic submissions to the Caboose Kibitzer are ALWAYS welcome. In order to ensure high-quality and timely output, however, here are a few guidelines.

DEADLINES: These are absolute. If your submission arrives late, it will be held until the next issue.

Fall '06.....October 1, 2006
Winter '07January 1, 2007
Spring '07April 1, 2007
Summer '07..... July 1, 2007

COPYRIGHT: NMRA policy is that anything published by the NMRA (including its regions or divisions) can be republished in another NMRA publication as long as proper credit is maintained. If you don't wish your article to be included in this blanket policy, include a note ("Article not to be reproduced without permission of the author" or something similar). Copyrighted material from other sources will not be reprinted without written permission from the original author/publisher.

GENERAL: Email is a good delivery system for articles and small image files. CD's through the mail are good as well. If you wish to use a re-writable cd, it can be returned to you for reuse. All articles will be placed into that issue's file - original files will not be saved. Be sure to back up your own copies - just in case!

PAYMENT: No payment can be made for submissions to the Kibitzer.

EDITING: I reserve the right to make **MINOR** edits to articles (verb tenses, typos, etc.). Please take the time to use a spell checker, and have someone proofread it.

CONTACTING THE EDITOR: By far the best way to get in touch with me is through email.

ARTICLES: Plain text is the best, in either DOC or TXT format. Please do not use any formatting besides bold or italics. Any formatting you apply will be stripped away anyway. Please be sure to include any photographs (with captions!) you'd like published with your article (see Photos below). PDF's are acceptable, but not preferred (see PDF note below). It seems obvious, but be sure to include your name as the author.

ARTWORK: EPS and TIF format are easiest to work with. Adobe Illustrator (AI) files are also acceptable. Rough art or sketches can be cleaned up if desired, but the process takes time. Be sure to submit it early.

PHOTOS: TIF is the best digital format for photos. JPG's, by their nature, lose data when they are compressed (that's why they get "artifacts" where the colors aren't smooth and outlines aren't crisp). If you must use JPG, please use the highest quality compression setting available to reduce artifacts. Do not use GIF format for your photos. Photos should be at least 150ppi at published size (a 2-inch by 3-inch photo should be no less than 300x450 pixels in size). 300ppi is preferred. A large file is preferable to a too-small one. Keep in mind that the Kibitzer is printed in black and white. Good contrast is a must! Photos taken with cell phone cameras will not be accepted. Photos may be resized or cropped, if necessary. Prints will be scanned and returned unharmed.

COVER PHOTOS: If you'd like to submit a photo for consideration for the Kibitzer's cover, please be sure that it is large enough, both in size and resolution. The cover is 8.5 x 11 inches, with a 0.125 inch "bleed" (the area that "bleeds" off the paper to ensure that the image goes all the way to the edge of the cover when it's trimmed by the printer). The photo should be no less than 2550 x 3300 pixels for best quality reproduction. Use TIF format to preserve the quality of your work.

ADVERTISEMENTS: PDF's or high-quality scans are preferred. Scan your ad at as high a resolution as you reasonably can, especially if it contains a lot of small type. Please make payment arrangements through Louis Siebel, our Advertising Manager.

A NOTE ON PDF: Portable Document Format (PDF) is a great way to transport information from one person to the next regardless of their brand of computer, browser or operating system - it preserves formatting, fonts and images with perfect clarity and can be resized nearly to infinity. The problem arises in inserting these files into another publication. My layout software treats these files as images, not editable content. While this is fine for advertisements, it is not for articles which are expected to follow the general format of this publication. Use PDF if you must, but understand that the formatting you apply will be stripped away in favor of the Kibitzer's. Please do not encrypt or otherwise "protect" your files. It greatly reduces the chances of your article being published.

