

VARIABLE STAR SECTION CIRCULAR - NOTES FOR AUTHORS

JANUARY 2006

This is a list of guidelines to follow if you are preparing an article for possible publication in a Variable Star Section Circular. This outlines the preferred format for articles which maximises ease of transfer into the publishing package that is used; speeds up the process of generating a circular; and minimises the risk of mistakes. However, please do not be dissuaded from sending articles and graphics on paper, or in other formats if that is the only format that you are able to provide; it is the quality of article that is most important, and I do not want to deter potential contributors.

Article Content

The Circular is designed to be a Newsletter for the Variable Star Section of the British Astronomical Association. As such, it includes a wide range of articles including news about the Section and variable star observing, members projects and discoveries, requests for observation of particular targets, and many other topics. If you have any doubt that your article is suitable for the Circular, then please contact the editor in advance of writing the article, for guidance regarding the content and level, or for advice concerning more appropriate publications.

Use of English

Please check your article carefully for errors before sending it to me. English spellings are used in the Circular, rather than US spellings eg *accretion disc*, not *accretion disk*, *materialise* rather than *materialize*, *centred* rather than *centered*.

Avoid unnecessary abbreviations such as mag (for magnitude) and the use of & instead of 'and'.

Please put two spaces after full stops.

Text Format

Text should be sent in **raw text** form. Please **do not** send articles as Word documents. You *may* include a Word document purely for the purpose of illustrating the formatting of complicated columns or tables, but the document **MUST** be sent as raw text for importing into the circular. Include the reference to each figure, together with your figure caption in the body of the text, roughly where it is to appear, eg:

The graph below shows the light curve for RZ Cas.

Figure 1, Graph for RZ Cas showing.....

text continues

Image Format

Images must be sent individually, and labelled as <AuthorSurnamefig1.bmp/tiff/pcx> etc. The preferred formats are TIFF, PCX and BMP, but other common formats such as GIF can also be accepted. The images should be of a good resolution, and must be saved as black and white images, with no colour informa-

tion. The simplest method for doing this is to open the image using Adobe Photoshop, and simply select Image>Mode>Grayscale, and when prompted 'this will discard all colour information - continue' hit return. If you are unable to do this, then please inform me when you send the image, and I will convert to black and white for you.

Images, graphs etc may be sent on paper for scanning if you are unable to do this.

Images of Plots

Please ensure that any text that you have on graphs and images is large. One of the commonest problems with producing the Circular is that axis labels and text on graphs is too small, and once reproduced it becomes almost unreadable. If you have any doubt, send me a trial plot well in advance of the deadline (or the Excel file if used), so that I can advise if the text is too small, and then remember the settings for the next time.

Use a plain background for any graphs if possible.

Don't include the figure caption in the image. Include figure captions with your figure references in the raw text file.

Circular Deadline

The deadline for articles for a Circular will be the seventh day of the month preceding the month that the Circular is to appear e.g. the September Circular deadline will be 7th August. Any changes to this will be clearly noted in the preceding Circular. The vast majority of Circulars have been formatted for the printer by a week after the deadline, and the acceptance of a late article involves the reformatting of the whole document, and is therefore strongly discouraged. However, it may occasionally be possible for me to accept late articles (if I am late starting the document due to holidays etc), but only if I know about this in advance; if you think you are able to produce an article, but that it might be late, please contact me to enquire if this will be possible. If it is possible, then I need to have a good idea of the length of the article so that I can leave enough space at the appropriate point, to avoid having to reformat the whole Circular to include it.

Copyright

You must only send figures, images and drawings for which you own copyright; the copyright will remain yours after the article is published in the Circular. Please note that if you have already had the item published elsewhere, the copyright may no longer be yours, and in this case we would need to seek permission from the publishers, to reproduce it in the Circular. Please check if this is the case before sending figures; if you do not own copyright, it may be simpler to regenerate a new image that is slightly different to the previous one. Please do not send webpage content, unless you are sure that you own the copyright, or you have sought permission to use the item in your article, in which case the owner should be acknowledged; please send me information supporting your copyright, or permission to use.

Article Submission

Articles should preferably be sent by email to karen.holland@xcam.co.uk.

Paper articles will be accepted if this is the only format that you are able to produce; send to

Karen Holland, 136 Northampton Lane North, Moulton, Northampton, NN3 7QW