

CONTRIBUTOR GUIDELINES

NZPB is the principal communication medium for the Royal New Zealand Pipe Bands' Association amongst the pipe band community in New Zealand and overseas. Published quarterly throughout the calendar year, the magazine reaches every registered member of the Association and those subscribed to the publication.

Interested in contributing material?

Take a look at the following guidelines to help you (and us) out!

SUBMITTING MATERIAL

Emailed text or attached document is our preferred means of receiving material. We support the following file types:

.doc, .docm, .docx, .dot, .dotm, .dotx, .htm, .html, .mht, .mhtml, .odt, .pdf, .rtf, .txt, .wps, .xml, .xps

Please leave the formatting to us – we'll do the magic with the presentation, you just provide the words.

We like receiving letters, but we prefer that they are computer written and sent via email or post (not faxed or photocopied), as we can scan these and convert them to editable text.

We will very rarely accept hand written articles. The process of typing out a submitted article is time consuming, and prone to error.

GRAMMAR, SPELLING, AND PUNCTUATION

Proper Nouns

A proper noun applies to the name of a specific person, place or thing. Proper nouns are always capitalised, no matter where they are in the sentence.

E.g., Scott is going to Glasgow to play at the World Pipe Band Championships.

Capitalisation

Names of specific groups should be capitalised, as they're also proper nouns. In the case of "pipe band", when referencing a specific pipe band then Pipe Band should be capitalised. Otherwise, it is just "pipe band".

E.g., New Zealand was well represented, with the Manawatu Scottish Society Pipe Band, and the New Zealand Police Pipe Band. It was noted by many the number of New Zealand pipe bands in attendance.

Titles

Formal titles which precede or follow names are capitalised. Jobs/positions following the name are left in lower case.

E.g., Pipe Major Andrew Fitzgerald was leading the band for the first time on Saturday.

E.g., John Smith was the pipe sergeant of the Garraway Highlanders for many years.

Punctuation

Colons often get confused with semi-colons, but they have different effects. The colon makes the first part of the sentence unimportant. It's always the second part of the sentence that will give you the relevant information, although you need the first part of the sentence to tell you that; it's as if the first part of the sentence is the tattleale.

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.

We prefer images to be in CMYK colour model.

Don't embed images in a Word document but send as separate TIFF or JPEG files.

Do as little post-editing of the photos as possible - i.e. no filters, tints, shades. We will alter the photo for black and white or colour as necessary.

Semicolons are punctuation marks used to connect two thoughts or ideas which are somehow similar. Generally, each thought or idea could be used as its own sentence, but the flow of the work may be interrupted by the short, choppy sentences.

Like the comma, the **apostrophe** wields amazing power. The talented little dot-and-tail combination (though written at the top of the line, not at the bottom like the comma) can change pronouns to verbs, tell you who owns what, replace a small handful of letters, and make plurals. It comes from the Greek words meaning to turn from or omission.

Quotation marks – or quotes or inverted commas – are the things put around words to show that other people have said them. They show things that have been (or will be) said in another place or another time, marking them as something which requires special attention.

Sometimes you have some information which needs to be added to a sentence, and that little bit of information is direly – no, deathly – important to that sentence; if it's a matter of life or death (figuratively, of course), you'll want the reader to pay attention to that information. Or perhaps you've been ranting on about one thing and then suddenly change tack and rant on about something different. In either case, this is where you want to use a **dash**. It's a strong punctuation mark, and it can be compared to the softer parentheses (just as a period compares to a semicolon).

Hyphens do have the power to put words, or parts of words, together and turn them into something that everyone will understand. When you're writing creatively, hyphens are invaluable for expressing yourself in unique ways; when you're writing formally, the conventions are easy-enough to remember. There's rarely a case where a hyphen would be used so incorrectly that it would confuse the reader, so it's always better to use one than to leave it out. The trick with hyphens is to use them sparingly.

Oxford Comma - NZPB uses the Oxford comma.

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THINGS TO DO

Write about stuff that interests you

✓ The best contributions from people are on topics that interest them, or in areas which they are experts in. For instance, we have had fantastic contributions about setting sound, setting up drums, international travel and much, much more from people who are experts in their field. If you have something that interests you, or that you have some qualified expertise in, then get writing!

Write often

✓ Much like piping and drumming, the more writing people do, the better they get at it. No one writes a masterpiece the first time out.... unless you're an absolute legend, in which case well done. The more you write, the better you will get, and the more likely it is we are to publish you in the NZPB!

Pictures, pictures, pictures

✓ Let's face it - people like looking at stuff. And whether it's nice pictures, or pretty designs done by our Design Team, the more interesting things are to look at, the better. We try and put at least one photo with each story or article in the magazine to try and entice readers to get amongst the articles. If, with your contribution, you can submit photos, images or anything else visual, then we would be much obliged (it saves us having to go hunting ourselves!)

Suggest new ideas

✓ We are always welcoming new ideas and suggestions to NZPB. We have a couple of cool ideas coming up in the near future, but right now we are keen to have your input. After all, it is your magazine. If you have anything you would like to particularly see in the magazine, let us know and we will see what we can do.

THINGS TO AVOID

Being Late

✗ Refer to the timings on this page. They are adhered to, and they will/are strictly enforced (subject to prior agreements/understandings/exceptional circumstances). Being late = \$\$\$\$ and we do not want to spend unnecessary money.

Copied Content

✗ We try and be as original and as interesting as possible with the four issues of NZPB. As such, we do not tend to publish already available material, or articles which have appeared elsewhere. Barring the news and the 'International Scene', all of our articles are 100% unique to NZPB.

Inaccurate Information

✗ We try and give our readership the best and most consistent information possible. While from time-to-time we make mistakes and print inaccurate information, anything which is deemed by the Editor to be untrue or factually deficient will result in the content not being published. This is to ensure the publication remains at the highest level.

Less is More

✗ We do not tend to accept articles that are 12,000-word dissertations on particular subjects. While they're of value, we can't fit them into one issue (in which case, we sometimes publish them over several issues). Importantly, you don't have to hit a word count to submit to NZPB; we accept contributions of any size. As a general measure, we tell our contributors that 2,000 words is about the maximum that we want per issue. If you do go over, as mentioned, we can discuss opportunities for multi-issue publishing.

SUBMISSION DATES

We have four publication months each year; February, May, August, and November.

We require submissions by the 15th of each month prior to the publication month.

<u>Publication Month</u>	<u>Submission Date</u>
February	January 15th
May	April 15th
August	July 15th
November	October 15th

Some exceptional circumstances will be considered when submitting content.



CONTACT

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