

GUIDELINES FOR PREPARATION OF NEWSLETTER ARTICLES

Version 2 – February 2023

Prepared by Peter Finch, newsletter editor at the time

SIZE

Articles can be around 500 words plus 2 pictures for a single page, or 1000 words plus 4 pictures for a 2-page spread (1200 words max). Exact number of words is not critical as some adjustment can be made during layout.

PICTURES

Photographs should be at the highest resolution possible, preferably 1.5Mb or greater. Compressed photos (typically 150kB) do not reproduce well in print.

Sketches and maps should also be as clear as possible, avoiding fuzzy or very small text.

All pictures should be accompanied by a title and the name of the photographer/originator. Ideally the title should make it easy to link to a point in the text.

We would like to include a 'head shot' of authors to personalise the articles – please choose your best side!

FORMAT

Text should be presented in Word (.docx) or open source (.odt) format. Editing .pdf documents is not always easy or even possible.

Photos should be sent as .jpeg or .png.

CONTENT

Try to imagine the article from the perspective of a reader unfamiliar with the topic. Tell us when and where your event took place, how many people were on the trip, whether they were AAC(UK) members, who was leader. Try to use correct identification and spelling, particularly of foreign names (we do check these, but it takes time). It is helpful to put the height of peaks (and other locations where relevant) in metres in brackets after the name so readers know what sort of terrain you were tackling. Avoid technical terms and acronyms unless you are sure they are in common use amongst 'mountain folk'.

If describing an expedition, a sketch map is very helpful provided the places identified can be linked to the text by the reader.

If the activity described (e.g. training course, expedition) has been sponsored by the AAC(UK) this should be mentioned.

The editor reserves the right to make small adjustments to aid clarity or fit 'house style' (e.g. Tirol, not Tyrol). If major changes are thought necessary these will be discussed with the author.

COPY DATES

Submissions to aac.newsletter.editor@aacuk.org.uk by 3 January, 1 April, 1 July, 1 October.