

Scottish Country Dancer

Notes for Contributors

It will greatly assist the editor if all contributors would adhere to the following when sending in articles or letters for possible inclusion in the magazine.

1. Submissions to the Editor should be in Times New Roman 10pt.
Use as little formatting as possible.
2. Do not use bold type. Leave that to the editor.
3. Avoid double inverted commas. Use italic for book, dance or tune titles. For example:
In *Book 23* the dance *Let's Meet Again* has the tune *Lochaber*.
When referring to an RSCDS book, simply use its name – *Book 23* – not *RSCDS Book 23*.
4. Around 1000 words will fill one page with no illustrations. To allow for a picture, aim for a maximum of 900 words per page or 450 for a half-page.
5. When referring to the organisation, use the Society or the RSCDS (not R.S.C.D.S.).
6. Use a small b when referring to branches and a capital B when referring to a specific branch.
For example:
Not all branches are as large as New Zealand Branch.
7. When writing about Scottish country dancing in ordinary text, use a capital only for Scottish.
8. Refer to the title of *The Manual of Scottish Country Dancing* simply as *The Manual*.
9. After a full stop, insert one space. For example:
Not: His pas de basque left a lot to be desired. One beat was missing.
Instead: His pas de basque left a lot to be desired. One beat was missing.
10. When referring to dates use 18 July, not July 18th or the 18th of July.
11. Use hyphens thus:
our co-founders, a six-piece band, a two-couple strathspey.
12. Remember how the apostrophe is used:
The dancers' ability is the ability of the dancers.
The dancer's ability is the ability of one dancer.
13. If you are unsure about punctuation, start a new sentence. For example:
Not: The Chairman attended our Annual Ball, she impressed everyone with her Highland steps and perfect posture.
Instead: The Chairman attended our Annual Ball. She impressed everyone with her Highland steps and perfect posture.
14. Day School Diary: space dictates that we can only include the date and place of your event.
15. If you intend submitting a photograph, please try to send as large a digital image as possible.
A high-resolution jpeg file should be at least 300 dpi or 500 kb minimum.