

The Texas Philatelist Publication Guidelines

The Texas Philatelist is always actively seeking philatelic articles for publication. There is a preference for articles that have a Texas-related theme, but that is not a requirement for publication. Anything philatelic in nature that would be of interest to our readers will be considered for publication. The editor of the journal would like for you to consider the following when submitting an article for publication:

1. **Original Publication:** Articles published in *The Texas Philatelist* should not have run in any other philatelic publication. An author may submit an article based on one the author wrote for another philatelic publication only if it includes a substantial amount of new information that has not been previously published, and is Texas-related. Reprinting an article from a non-philatelic publication will be considered if it would be of interest to the TPA membership and permission is obtained from the previous publisher.
2. **Right to Edit and Publish:** The editor reserves the right to make editorial changes to all manuscripts submitted for publication, to include adjusting articles for length and correction of errors of fact. An article deemed not suitable for publication will be returned to the author with suggestions for improvements. Articles with subject matter similar to that published during the previous 10 years will not be accepted, unless substantially new information is included.
3. **Manuscript Format:** The preferred method for submitting your manuscript is in an electronic format such as Microsoft Word, Word Perfect, or as a text document. Typewritten manuscripts are also acceptable.
4. **Images:** Proper preparation of images for publication in a full-color journal like the *Texas Philatelist* is important. We are a visual medium and a well-illustrated article can make the difference in how your audience perceives your work.
 - a. The easiest method of ensuring quality reproduction is to mail philatelic material and photographs directly to the editor for scanning. Items will be returned at no charge. If material is submitted in an electronic format, images should be large enough for us adjust to any size appropriate for publication. To scan items, follow these instructions:
 - i. Remove item from any mount, glassine envelope, cover sleeve or album page. Scanning items still inside these can make them appear dull, blurry or even add a yellowish tinge.
 - ii. Place item directly on scanner glass at least one-quarter inch from the edge of the glass. On some scanners, setting an item next to the glass edge can result in clipping of 1/16" or more of the item's border in the final image.
 - iii. Place a contrasting background over the item being scanned to allow stamp perforations and cover irregularities to stand out. Use black for items with light-colored edges and white for items with dark-colored

edges. Foamcore, gator and display board, available from art, craft and hobby supply stores, is perfect for this purpose and also helps flatten out curling items.

- iv. If the item being scanned has already been printed, such as a postcard or a photograph from a magazine, rotate it about 45 degrees so to help diminish the moiré effect.
 - v. Scan sizing:
 - 1. If the item being scanned is a stamp, scan it at 150% of normal size. This is due to government restrictions on reproducing images of uncanceled stamps. With a few exceptions, we ask that all stamps, canceled or not, be scanned at 150% of normal size. Look carefully in your scanner dialog or scanner window to determine where to change the default setting from default that is usually 100%.
 - 2. If the item being scanned is a cover, it should be scanned at 100% of normal size. This is usually the default setting, so it is unlikely a setting change will be necessary.
 - vi. All items should be scanned at 300 d.p.i. resolution. Look in your scanner dialogue or options on where to change the default setting, which is normally 150 or 200 d.p.i.
 - vii. The preferred format for saving images is TIF, although JPEG is acceptable *only if the lowest level of compression is used* (the JPEG “save” dialog should have an option to change compression). Files too large for e-mailing may be burned to a disk or uploaded to our FTP website; contact the editor for a password and instructions on uploading files.
- b. Photocopies or computer printout images of covers and stamps are not acceptable, nor are most images from other publications due to reproduction problems and the necessity of obtaining permission from original authors.
 - c. Images taken from the Internet are seldom acceptable due to quality [low resolution] and copyright issues.
5. **Citations:** Please include source information related to your article, if applicable. We prefer citations be prepared in the Modern Language Association style. Authors not familiar with citation styles should at least provide all pertinent information:
- a. For a standard print publication source, include the author, title of publication, edition number, city of publication, publisher, date of publication. Some media, such as encyclopedias, periodicals, government publications, etc., may require additional or different information, such as name of article, issue date, volume number, pages referenced, name of government agency, etc.
 - b. For a citation from an Internet source, include the author, title of webpage, name of website, name of the webmaster, date the webpage was published,

date the webpage was accessed, URL of the website. Note that often many of these items are not provided, so just cite what is available.

6. **Photo Credits:** For photographs that were not taken by an article's author, indicate the responsible party so proper credit can be given. For photographs subject to copyright restrictions, we must be provided evidence permission for use in our publication has been obtained.
7. **Author Background:** Provide a few lines about yourself! Let the reader know about your philatelic background, i.e. leadership positions held in societies, exhibits shown, when you started collecting, and of course, your collecting interests.
8. **Submission of your article:** Once you have your article ready, you can e-mail it or send it by U.S. Postal Service. To e-mail, use tpeditor@texasphilatelic.org. The mailing address is *The Texas Philatelist*, P.O. Box 1622, Dallas, Texas 75356-1622.