

# *Lamp* Guidelines for Authors

Thank you for considering writing for *Lamp*! We hope the following guidelines will help you to put your article together, and help us to keep *Lamp* consistent and interesting for our readers.

## Length

Articles can be short (i.e. one page in length – approx. 500 words, or perhaps even half a page for news-type items), or longer (i.e. spread over up to three pages). We'd prefer to keep to a maximum of three pages for any article, so please try to keep long articles to 1,500 words at the most. Remember to allow space for illustrations – one page of space is approximately 500 words, so a half-page picture would use up the same space as 250 words of text.

## Format

### **Please use Word (or a Word-compatible programme) for writing your article.**

There is no need to do any special formatting of your text. In fact, please keep formatting to a minimum; your article will be designed by *Lamp*'s layout designer, using InDesign, so any formatting you put in will be stripped out once the article has been copyedited and put into the typesetting programme.

If you have any text that you'd like to have appearing separately from the main body of the text (e.g. to appear in a box), please put: [start box] [end box] above and below the relevant text. There is no need to insert/draw a box or use a different type, text colour, italics or shading – these will be added by the designer.

Please number the pages of your article.

All text should be unjustified. Do not indent the paragraphs but set them out in blocked style (i.e. an extra line space indicates a new paragraph, as in this guide).

Please avoid using double spaces at the end of sentences. Use single spaces only after full stops, commas and other punctuation marks.

Subheadings help to break up your text. If you are using lots of subheadings, please try and indicate their levels (e.g. for the first level of subheading use bold type with a font size larger than the main body of the text, as has been done with the subheadings in this document. Then for the second level of subheading, if you need this, use bold type with the same font size as the main body of the text.)

Only use italics in your article where they must be retained, e.g. for book titles, or where specific emphasis is needed.

## Style

Imagine you are talking to your reader. Write sincerely, personally, in a style that is suitable and with the right tone of voice. You're talking to ALK members, who all have at least some knowledge of lighthouses, and a deep interest in the topic.

Use short words instead of longer words with the same meaning.

Use everyday English whenever possible. Avoid jargon and legalistic words, and please do explain any technical terms you have to use.

Keep your sentence length down to an average of 15 to 20 words. Try to stick to one main idea in a sentence.

## Illustrations

Articles for *Lamp* work best when they are illustrated, so please think carefully about how to illustrate your piece. If you don't have any suitable photos or other artwork to illustrate it, just let us know – other members may have suitable pictures that we could use and we'd be happy to source them for you.

Please submit all artwork in either jpeg, eps or tiff files. All photos should be supplied in the highest resolution you can manage, but as a minimum, 300dpi. If you have specific technical questions about illustrations, please contact us at [lamp@alk.org.uk](mailto:lamp@alk.org.uk)

All photos need captions, so please include a descriptive captions, and a note on who took the picture, e.g. Noss Head original optic with David Hopwood. Photo by Patrick Tubby.

If you do use a photo or other illustration supplied by someone else, please be sure to add the photographer's name. Also please check that you have permission to use the photograph – if it has already been published elsewhere, you will need to contact the original publisher for permission to reuse it.

## Submitting your article

You can send your article and illustrations via email to [lamp@alk.org.uk](mailto:lamp@alk.org.uk). If you don't have access to email, please send a hard copy of your article and illustrations to Helen Fairlie, at 48 Hanbury Road, Dorridge, Solihull, B93 8DN. Please don't forget to indicate if you'd like your copy returned.