

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. 700 words, or perhaps even half a page for news-type items), or longer (i.e. spread over up to four pages). We'd prefer to keep to a maximum of four pages for any article, so please try to keep long articles to 2,500 words at the most. Remember to allow space for illustrations – one page of space is approximately 700 words, so a half-page picture would use up the same space as 350 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. **Please save your illustrations in separate files – do not insert them into the Word document.**

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.

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, **saved in a separate file to the main text**. 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

All photos need captions, so please include a descriptive caption for each one, 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. Please note that photos sourced from the internet will usually be copyrighted to the person who took them and are not necessarily freely available to reproduce in *Lamp*. If you copy photos from the internet for your article please let us have the site address that they came from so that we can check copyright details.

Submitting your article

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