Writers' Guidelines for *Monitoring Times*
7540 Highway 64 West, Brasstown, NC 28904

Monitoring Times is a magazine about all things radio and, unlike any other radio-related magazine, we cover AM, FM, TV, and shortwave radio listening. We cover amateur radio, scanning radio, vintage radio, Internet radio and we review all of the equipment needed to successfully tune in. We review radios, transceivers, antennas and any accessory that adds to the enjoyment of the radio hobby.

In addition, we offer feature stories about radio including profiles of radio pioneers, shortwave broadcasters, amateur radio operators, current events in radio and a look at radio's glorious past. Our regular columns cover all aspects of radio including *Below 500 kHz; Broadcast Bandscan; Utility World; Digital Digest; Programming Spotlight; Beginner's Corner; On the Ham Bands; Milcom; Boats, Planes and Trains; Globalnet; Radio Restorations; Antenna Topics; Sky Surfing; Scanning Report; QSL Report; First Look; Computers and Radio; Amateur Radio Satellites; VHF/UHF Antennas; Ask Bob, and What's New.*

Our columns are written by regular contributors many of whom have been doing so for more than twenty years and these columns are not open to freelance writers. Our feature articles are assigned to freelance writers who have submitted queries by email about the proposed feature articles.

If you have a feature story idea, send your query to editor@monitoringtimes.com with "Feature Query" in the subject window. In the text, pitch your proposed article. Tell the basics about your article and a little about yourself as a writer. Don't worry if you've never been published before. *Monitoring Times* has worked with many previously unpublished writers.

We are interested in stories we haven't covered before so it's recommended that you become very familiar with the scope of features previously published. Review the index of previous articles on the *Monitoring Times* homepage by clicking on the button labeled "Index." You can also read a sample of the magazine online by clicking on the "Free Sample" button on our homepage.

We do not accept manuscripts by mail. If you have a completed manuscript that you would like to submit on speculation for publication please do so under the writer's guidelines below. *Monitoring Times* is not responsible for the loss of any manuscript submitted regardless of how it was submitted.

If your query has interested us, you will be asked to write the article and submit it for consideration. If the proposed manuscript is rejected it doesn't mean that you as a writer are being rejected. It simply means that the article is just not right for us. There is no appeal for an article that is not accepted. The decision of the managing editor regarding article acceptance is final.

If your article needs work, it will be returned to you for revision. If the revision is still not what we want, the article will be rejected. Again, we aren't rejecting you as a writer; we're simply saying this article is not right for us. We encourage writers whose work has not been accepted to take the manuscript to other magazines for consideration, it could be just right for someone else. We also encourage any writer whose article has been rejected to continue to offer article ideas.

Required Practices

All manuscripts must be submitted using Microsoft Word .doc format; 12 point Times New Roman font; no headers; no footers; no other automatic formatting. Submit your manuscript as an email attachment.

Submit graphics in separate emails with the caption for each graphic in the text of the email. Graphics must be attached in jpeg format in high resolution; at least 1 MB in file size.

Proofread your submission. Your manuscript represents you as an author and you'll want to make the best possible impression so, just before you send your final draft, make sure it has been checked thoroughly for typos, punctuation errors and mistakes in grammar. Remember, your word processor program won't catch context errors. If you're in doubt about spelling and punctuation, consult a copy of *The Associated Press Stylebook,* found in most libraries and bookstores.

Check your facts; don't expect the editor to catch errors. If they're someone else's facts, check for

obvious mistakes. Your story should be based on primary sources not wiki-sources or web-based news aggregators.

Credit your sources and your graphics whether they're from individuals, publications, or clubs. Not only is it their only payment for making your material look good, but it's a copyright issue. You are responsible for confirming that graphics accompanying the article are your own or have been cleared for publication by the person or organization that issued them, and the source should be so stated in the picture caption. ID all persons regardless of age in all photographs submitted with your article.

Provide a current contact address or phone number, not just the web URL, for any companies whose products or services are mentioned in your article.

Don't embed your graphics in the text. Instead, indicate what graphic goes where: [Figure 3 here], for example.

Avoid using screen grabs or large schematics as graphics. When you look at an impressive screen shot on your 17" or 24" monitor it's great. But when reduced to two column-inches, it's not legible. Don't use them. Find another graphic that better represents what you're trying to show.

In the body of your manuscript: Don't put a space between paragraphs. Indent each paragraph. Insert subheads but don't bold the type. Put a space before and after the subhead and paragraphs.

Capitalize the words in the subhead except for prepositions and articles: Example: The Rest of the Story (no period at the end of a subhead).

Put a single space between the end of a sentence and the beginning of the next. Like this.

When noting a particular product in the text of your article, include the price by putting it in parentheses next to the model when first mentioned. Example: "I added a Logitec Squeezebox ($160) to my radio shack." Round up the price to the nearest dollar. Example: ($20) instead of ($19.95); ($150) instead of ($149.50), even ($50) instead of ($49.25).

Commas, periods and other punctuation marks are contained within quotation marks. Example: He said, "What?" not He said, "What"?

No comma between name and call sign. Example: Bob Grove W8JHD.

In general, spell the numbers below 10. Example: There were seven radios for sale.

Show the number numerically 10 and above. Example: There were 15 radios for sale.

Spell numbers to start a sentence: Two hundred hams attended the meeting.

Write out percent (not %): Fifty percent declared they operate only CW.

Morse code (not Morse Code); DXing (not Dxing); No apostrophe after the year: 1920s (not 1920's). Internet is capitalized; OK is capitalized; amateur radio is not capitalized.

Radio terms in general: VHF, HF, UHF, TV, USB, LSB, SSB, CW, RTTY, PSK31, BFO, AC/DC, etc. are all capitalized.

Use antenna instead of aerial (British word for antenna). Use antennas for the plural of antenna, not antennae (refers to sensing devices on arthropods).

Payment and Rights

After an article is accepted it remains on file and payment is made during the month the manuscript is published. U.S. residents must provide their Social Security number before payment is made. Payment for most full-length feature articles is approximately $90-$100 per laid-out page. Your contract will be sent to you a week or so before publication. A complimentary copy of the issue in which your article appears will also be sent to you.

Your signature on your contract indicates that you guarantee *Monitoring Times* and Grove Enterprises, Inc. first North American serial rights (we will be the first to publish your article in North America) in print and *Monitoring Times Express* (on-line) and limited reprint rights as follows: single-issue sales of that month's magazine, single photocopies of that article, and inclusion in the *MT Anthology* CDs/DVDs.

Once Published

Once published, you are welcome to give or resell your article elsewhere with the proviso that it contains the line "(Name of article) was previously published in Monitoring Times, Brasstown, North Carolina 28902." It is your responsibility to ensure that this line appears in all subsequent publications.