

Style Guide for the Penny Post

Revision 4-2023

We do not intend to discourage authors from submitting article drafts to *The Penny Post* by insisting on strict guidelines for submissions. Nonetheless, the job of the editor, the editor's communications with the author, and the speed of publication can all be facilitated when these guidelines are followed.

1. Conventional Microsoft Word text files (xxx.doc or xxx.docx) are preferred.
2. Please don't try to do the layout. Do not insert visuals, tables or anything else into your text file. Each of these items should be sent as a separate file, appropriately referenced in the text. ("Figure 1 shows..." "Table 2 presents..." etc.). We do not accept PDFs for articles because the editor and reviewers cannot edit them easily.
3. Avoid embedded formatting of any sort in Word. The spacebar and the tab key are especially troublesome.
4. Use the Word feature for Endnotes if references are included. On the INSERT menu, punch REFERENCE or FOOTNOTE then check ENDNOTES and follow instructions. We do not use footnotes.
5. Tables should be prepared in Excel rather than using Word's table feature.
6. When in doubt, don't capitalize. But we use capitals as follows: India paper, Figure 3, Endnote 5, Plate 1 Early and Position 19.
7. We avoid using italics or exclamation points for emphasis. Italics should be used for book titles and journal titles..
8. Do not use superscripts or subscripts except for Endnotes. Thus, use 19th century, not 19th century.
9. Rate vs. Fee. Postal rates vary by weight or distance, whereas a fee is fixed.
10. When possible, refer to a source within the text rather than by an endnote, which causes readers to search elsewhere for a reference.
11. We prefer the *Chronicle's* style for endnotes:
 - a. Alan C. Campbell, "Postscript to Design Evolution," *Chronicle* 148, pg. 116.
 - b. Walter Hubbard and Richard F. Winter, *North Atlantic Mail Sailings, 1840-75* (Canton, Ohio: U.S. Philatelic Classics Society, Inc., 1988), pg. 225.
 - c. *Ibid.*, pg. 236.
 - d. Richard Frajola and Floyd Risvold, "Deconstructing the Jackass Mail Route," *Chronicle* 220 (2008), pp. 275–82.
 - e. *New York Times*, April 20, 1843.

12. "*Ibid.*" (*ibidem*) refers to a single work cited in the note immediately preceding. "*Op. cit.*" (*opera citato*) is used with the author's last name and in place of a previously cited title.
13. Images should be scanned at 300 DPI or better and saved as TIFF or JPG file types. Images to be enlarged to show flyspeck detail should be scanned at 1200 DPI. Before scanning, remove the item from any transparent sleeves or corner mounts.
14. The editor determines how to size and position images and tables. As a result, do not embed text or arrows in images unless you are sure the image can be resized while keeping the text readable. Such images must be in image format so that the text/arrows do not move if resized.
15. Tables can be difficult for the editor if they include too many columns or if columns are too wide. Keep the number of columns and column width to a minimum. In some cases, tables could be rotated sideways on a page but this is awkward for the reader and should be avoided if at all possible. Large tables, such as a census, are best stored on our website. The editor can include a link in the article to the table's URL.