PHRG PUBLICATIONS - GUIDELINES FOR AUTHORS

The PHRG offers 3 options for authors to publish articles, booklets and bound volumes on a variety of road passenger topics.

1 – Articles for the Journal, which appears 6 times a year and is produced in A5 portrait stapled format. They may be of any length and content within the wide interests of our members, occasionally serialised if necessary.

2 – Larger studies, working out between 8 and 28 pages can be progressed as part of our P-series, and using the same format as the Journal but issued free to our members as additional items. These are usually distributed with the Journal cycle, sometimes taking in a theme of an event where the Group participates. Also, additional copies will be offered through the OS.

If you have such a project, or just an article or smaller item, query or appeal please contact the Journal Editor David Grimmett at:

david.grimmett@omnibus-society.org to discuss.

3 – As a bound book between 32 and 208 pages at A5 using a portrait format. Each book has laminated card covers, with thinner projects centre-stitched, whilst larger volumes are perfect bound.

The Group has a set regime of design, examples of which can be supplied, but please note we cannot undertake projects in other formats.

Book projects should initially be discussed with the Publications Co-ordinator, currently a vacant post, but also after reading these guidelines.

Please note that the ethos for our publications is that we try to provide a platform for worthy studies that might not necessarily attract a commercial publisher, nor do we intend to compete with other publishers. Our officers dealing with all forms of publications are volunteers, which does mean that progress relates to their free time available, but with good co-operation with authors, we hope to provide good progress with those projects to which we agree to publish.

The Group does not pay authors for contributions, nor do authors have to pay anything for publication, but we do reserve the right to decline any project that we consider unacceptable for whatever reason. We aim to produce about 4 books each year, but that does depend on good two-way communication and prompt attention to the various stages of the process.

For all books, these basic rules apply –

Text should preferably be created on a computer and spell-checked and proof-read by the author before submission. If you have a manuscript project it would be best set by someone local to you if possible, so that you can achieve the proof-reading before submitting it, but if no such help is available please contact us and we will arrange for the work to be undertaken.

Photographs must not be imbedded with the text, but supplied as a separate file. **Black and white photos**, if scanned by the author, should be as Greyscale and at 350dpi, with a size of about 130mm width. Please note that higher dpi does not improve reproduction, but increases file size! **Colour photos** should be scanned as such, and to the same settings as above. If you are not able to scan photos, please provide original prints for our Designer to work on, but do take the precaution of sending under secure post, as we cannot be held responsible for any losses. **Maps, timetable extracts, press items** should be treated as black and white photos but at 600dpi for conversion to bitmaps. Our Designer can create graphic elements, though clear instructions are required.

In general, please do not crop pictures, as it allows our Designer some latitude when setting out pages. If you have the skills to improve quality, remove marks and repair photos, please do so, as it does save some time. **Each photo should be saved as a single JPEG file** which clearly indicates the subject matter – our Designer is a rail enthusiast and will not know a Daimler CB from a Fleetline unless you clearly label the files!

Copyright of items provided is the sole responsibility of the author, so please seek the permissions first. If using photos from the OS you can do so without any copyright restriction, but do indicate that source. If using photos of unknown origin, you may use the term '(your name) collection'. Items such as timetables, maps or old articles are not usually copyright as such.

The best starting point with a new project is to contact the Publications Co-ordinator with an outline of the content, an indication of number of pages, plus other content available or needing creation, and further advice can then be discussed. Once accepted, the text would be set in our standard format, so before that please indicate where headings, sub-headings etc. should go. You can also indicate whereabouts in the text photos etc. might go, but if that is not practical our Designer will produce a suggested version once in hand. After that you will be asked to proof-read it again, make any minor adjustments and, hopefully pass it for printing!