Atalanta Owners Association

Guidance on Submitting Articles and Photographs for the Bulletin and Calendar

Trophies

Each year at the annual dinner a number of trophies are awarded for various aspects of the annual Bulletin:

- Odling Trophy (silver boat) for Best Technical Article

- Charles Currey Trophy (silver boat) for Most Adventurous Voyage

- Etchells Trophy (watercolour painting) for Best Log

- A framed copy of the Front cover photograph presented to the member who submitted the photo

Articles

The words

The definition of a "log" is fairly flexible but it should certainly describe some form of sailing or trailer sailing exploit relevant to one of the 6 types of boats linked to the association. It could be a traditional "log" with paragraphs organised sequentially under date headings – in other words a diary, but it does not have to follow that format. If you write about something you have done with one of our boats then it will almost certainly flow in a day by day sequence – and will fulfil the essence of a log.

Technical articles can of course cover any aspect of sailing or maintaining a boat relevant to any one of our boats. Past articles have covered everything from repairing laminated hulls, keels, rudders, engines, winter covers and trailing. The only limitation might be where the article described something which was potentially dangerous, or resulted in the boat being dangerous. That has not happened so far while I have been bulletin editor, but perhaps it could happen one day.

The text of your article can be presented in any form that you feel comfortable with. If it is hand written then I will type it. However all articles that I have received have been produced on a computer using some form of text editing software. It is usually submitted as an attachment to an email. Text submitted in most formats can be decoded at this end, but word formatted documents are the most common form submitted for inclusion in the bulletin. It is helpful to submit text this way since it is quick, cheap, and easily incorporated into the final bulletin.

However some articles are submitted with the illustrations incorporated into the text using the features within "word". I know that it allows the author to put the pictures next to the relevant text, but it makes it VERY time consuming for the Editor to undo all that effort and separate the text from the pictures.

So why can't I just insert the document and pictures as submitted? It is all to do with laying out the pages. If you look at your last bulletin you will see that the printed document is formed from pieces of A3 paper folded in half, and stapled down the middle. This is the most cost effective way of binding such documents, particularly as we only need about 100 copies. So if the document consists of A3 paper that means there are 4 A4 pages per sheet of paper, 2 on the front and 2 on the back. Adding an extra page actually means adding 4 pages. As editor I therefore have to organise articles and photographs to fill 4 pages, or 8 pages, or 60 pages. Having 61 pages means 3 blank pages, which is a waste of paper, apart from looking odd!

Now there are 2 problems with photos inserted into the text. Firstly the quality of the embedded photo is reduced and it can often be too poor to print CLEARLY. Secondly the only thing I can adjust to expand the article to fill pages, or to fit the article into fewer pages, is to adjust the size of the photo on the page. I cannot do that when they are embedded. You will also notice that there is a format to the bulletin, the text is laid out in 2 columns – not one, and headings and captions all have a common format – so that they all look the same.

All of this is done using "Microsoft Publisher" – the desk top publishing part of the Microsoft "Office" suite. "Word" isn't really suited to laying out pages – that is what "Publisher is for".

So please submit your articles as separate text files, with separate photographs. It is helpful to indicate in the text where each photo should go, but I cannot guarantee to be able to put the photo next to that place in the text. It will depend on where the text is on the page and how many photos fit against what text. I also try to spread the photos evenly through the document, avoiding having lots of photos on one page, and none on the next.

Illustrations

Clearly the photographs and diagrams which accompany articles have become an important part of the bulletin. I have already said that they need to be submitted as separate files, but let's discuss that further under the next heading.

Diagrams are sometimes useful alongside technical articles, and they can be posted as paper drawings, or more likely as drawing files. I know that it is more likely that the illustration will be a computer file. In that case many file formats can be opened at this end, but if in doubt the drawing can be saved as a PDF file and attached to an email.

Most photographs require a caption, perhaps because they are not placed exactly next to the text that refers to them. If you can produce a caption for the photos which accompany your article it would be helpful. Not essential – but helpful.

Photographs

Photographs can be submitted in many different formats. Prints, slides, negatives, and digital images have all been incorporated into recent bulletins and calendars. However most photographs are now digital images, and can be sent as attachments to emails or on a CD, DVD, or on a memory stick. Memory sticks will be returned – but I might need the occasional reminder! Since most photographs are submitted as jpg files attached to emails we need to look at that in more detail.

For the front cover

Any photo submitted as part of an article or separately with a view to going into a calendar is potentially a front cover or calendar photo! So to go into a calendar, or on the front cover, they need to be high definition. Slides and negatives allow this (we have a scanner which can extract almost every pixel from the film stock), but digital cameras need to have at least 6 mega pixel resolution. Any less than 6Mp and the photo cannot successfully be blown up to A4 size – which it needs to do for these applications.

Photos for the front cover need to be in portrait format, and for the calendar in landscape format.

Now what about the subject of the photograph? It should include one of our boats in some form, it really is better if there are people in it, and it has to have some form of "wow" factor. It helps if it has something to do with something inside the bulletin as well. Most of all it just needs to be a good photograph. Have a look at the previous front covers! Remember there is an annual award of a framed copy of the front cover photograph, so there is an incentive to submit photos for the front cover!

For the calendar

Much of what has been written about for the front cover can apply to calendar photos. Is it a good photo? Would you want it on your wall for 4 weeks? Having said that, there have been quite a lot of suitable photos which we have been able to use in calendars over the last few years.

Submitting Photographs

Most photos are submitted as JPG files, which is the most common way of storing them on digital cameras and computers. The bigger the file size the better the definition. So each of your photograph files could take as much as 1Mbyte of storage space. That is a large file to send as an attachment, so it is best to send each photograph separately, each attached to separate emails. The email does not need to say much – just perhaps that this is email 2 of 5 emails with photos. If that does not work then the photos can be stored on a CD or on a memory stick and posted. Most of the time we get away with the separate emails!