Editorial Policy and Style Guidelines for *Solid Copy*

Editorial Policy

Solid Copy welcomes articles from CWops members on any ham radio subject that is relevant to CW.

Most articles will be "how to" or "what I did" articles that focus on technical or operational subjects such as a construction (antennas, equipment, stations, etc.), the use of hardware or software, operating in unique/challenging circumstances, or a memoir.

Solid Copy will also consider an occasional article on policy issues regarding the various national licensing/regulatory agencies and/or amateur radio associations so long as the article is constructive in tone and recommendations.

Although all *Solid Copy* articles represent the experiences and points-of-view of their authors and not CWops, articles that focus on policy issues will be specifically labeled as a reflection of the author's opinion.

Regardless of subject, when you submit an article you acknowledge that you are the original author or creator and you grant publication rights to CWops. Anything you submit remains your property and you may have it published elsewhere without the need for permission from *Solid Copy*.

Style Guidelines

<u>Language</u>: English is the official language of *Solid Copy* and all articles should be submitted in English. Don't be concerned if English is not your first language: just tell your story in your own voice and use translating tools such as Google Translate to help.

<u>File format</u>: Submit your article as a Word, Word Perfect, OpenOffice or text file attachment to an email. A shared document available for download (such as a Google Doc) is also okay. Do not submit as an email or PDF file.

<u>Pictures and other graphics</u>: Submit as an email attachment or a shared image available for download. Large files can be attached to a series of emails. Keep file size in mind regarding publication quality: for example, a half page image in the final PDF version of *Solid* Copy should be at least 400 pixels wide. If a photograph or graphic was taken or created by someone else, you should have their permission

to use it and the permission of anyone identifiable in the image. If you capture images from the web, provide a citation (URL) for that source and make sure the source does not prohibit use of the image in *Solid Copy*.

Use these style conventions:

- We are hams, not Hams, and our hobby is ham radio
- The name of our organization is CWops
- The code we use is Morse (capitalize the M)
- We use Yagi antennas (capitalize the Y)
- Q codes should be capitalized: QRM, QSB QSY
- The plural of QSO is QSOs, not QSO's
- Modes should be capitalized: CW, SSB, FT8, RTTY
- Bands are written as 10m, 15m etc.
- The abbreviation for a Silent Key is SK.

Use these formatting conventions:

- Do not use tabs or spaces at the beginning of a paragraph
- Use only a single paragraph or carriage return at the end of each paragraph