Zeitschrift: Swiss express : the Swiss Railways Society journal
Herausgeber: Swiss Railways Society
Band: 6 (2000-2002)
Heft: 7

Rubrik: Important changes to the management of Swiss express

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IMPORTANT CHANGES TO THE MANAGEMENT OF *SWISS EXPRESS*

All contributions should now be sent to:

Andrew Russell

SWISS EXPRESS - Editorial Administrator,
Nhulunbuy, May Tree Road, Lower Moor
Pershore, Worcestershire, WR10 2NY

Articles for inclusion should, if possible, be sent in the following formats:

By email: Either as text within the email, and clearly identified as such, or as an attachment formatted in RTF, Text or ASCII. Fonts etc. are unimportant as reformatting will take place in every case. We may request a hard copy later for checking. For the present use the srseditor email address from where it will be forwarded.

By disc: Standard floppies, zip discs(100 or 250 MB) or CD are all acceptable. A hard copy of the text should be enclosed at the same time.

Typewritten: Clear copy on white paper. There is no need to double space.

Handwritten: There is no problem sending in handwritten copy, as long as it is clear. It will be re-typed and we do not want to put anyone off who does not have access to a typewriter, word processor, PC or the king of computers, an Apple MAC.

Diagrams and maps:

These must be sent as black on white; no other format is acceptable. If you wish to send these electronically that is fine but they must be scanned at 1200dpi minimum and saved as a tiff, preferably in greyscale: this will probably mean that a CD or Zip Disc is required due to the file size. Hand drawings, such as maps, are fine but text must be in upper case at all times. We need to be able to read it.

Photographs:

Photographs are the lifeblood of the magazine. Prints are preferred, colour or black & white, good quality, sharp and well exposed. Slides are nevertheless very welcome. Unless accompanying articles or unless specifically requested photographs will be held on file for future publication. They will be taken care of and will at all times remain the property of the photographer who shall also retain the copyright. Photographs submitted should be captioned with the date, a description and the name of the photographer. Post-it notes are ideal for this. Please try not to write on the backs as this can sometimes lead to difficulties when scanning.

Acknowledgments:

Items and photographs for publication will all be acknowledged, except for letters unless there are accompanying photographs.

The changes are designed to improve the service to members and to bring the magazine back on track with publication dates. My apologies for the recent delays. There are no changes to the magazine itself either in content or policy.

EDITORIAL TEAM

Editor: David Stevenson - **Editorial Administrator:** Andrew Russell
Proof Reader(s): Joanna Hulme, not forgetting husband Charlie.
Transcriptions: Harold Beattie