# Submission Guidelines

THE WARBONNET and other Society publications would not be possible without a lot of help. Over the years literally hundreds of people have contributed items ranging from full length articles, to a few key lines in an email. All are appreciated! If you have a unique interest or an area of special knowledge about the Santa Fe we encourage you to contact the editor and share it with the rest of us. A large part of the editor's job is to merge tidbits that cross his desk with other information in the Society's possession. We maintain a large library of Santa Fe reference materials and in many cases we can provide photographs or other graphics and add depth to a given subject. Thus a simple letter to the editor, interesting in itself, can often be the key to a larger subject. Because there is often a certain amount of reticence on the part of would-be contributors we have prepared this submission guide to answer any questions people might have.

## GENERAL PUBLICATION POLICY

We accept articles or materials for *The Warbonnet* on any subject dealing with Santa Fe Railway and its affiliates, subsidiaries, operations, equipment, history, etc. as well as material on modeling the Santa Fe. Materials submitted for publication are assumed to be gratis and no payment will be made to the author or his representative. Use of such articles or materials is entirely at the discretion of the editor of The Warbonnnet. Upon publication, any original materials such as photos and drawings will be returned to the contributor unless otherwise specified.

The use of certain material can be delayed for more balanced presentation, or be used to accompany material from other contributors. If the contributor is planning to place the article elsewhere if not immediately useable in *The Warbonnet,* the contributor should contact the editor and he will endeavor to respond quickly if the material will be used or not.

Book-length manuscripts and projects are considered on an individual basis and the Society's standard author's royalty rates may apply. For more information on book projects contact publications chairman Eric Hiser a ehiser@msn.com.

All of our publications at the Santa Fe Railway Historical & Modeling Society use lots of images and to pay for their use would be financially impossible. Instead we rely on the generosity and goodwill of most individuals who, almost without exception, will grant permission if they are asked. Obtaining permission is generally the author's responsibility. The key is to ask before assuming. That said, there are certain repositories for which we have good relations and on occasion ask for fees, such as the Denver Public Library, Kansas State Historical Society or Temple Museum & Archives where a large part of our Society's archives are permanently housed. While reproductions fees are generally required, these institutions will usually wave any "use" fees because of the Society's non-profit status.

## DIGITAL GUIDELINES

It is a digital world out there and the Society's publications are all put together using desktop publishing software. We are Mac based and have been since 1989. Production is primarily accomplished using Adobe software including InDesign, Photoshop, Illustrator and Acrobat. These days most everyone has a computer. If you plan to submit items in digital form the following guidelines might be of use:

**Media:** We accept submissions via email, on CD, DVD and flash drives. We have had some trouble with CDs saved on Dell laptop computers which seem to encode the disks for those type computers only to read. (Most CD-burning software allow you to choose whether the CD will be used on other computers or not). Older media such as floppy discs and Zip discs are discouraged. We also maintain an ftp site for acceptance of large files over the internet.

**Text:** We accept electronic copy of the manuscript in a variety of formats including Microsoft Word, Pages, etc. We also accept PDF, ASCII, RTF files or in the body of an email message. We would discourage submissions in Word Perfect, Claris Works, Microsoft Works or other similar all-in-one type software. DO NOT embed photos in the text. We also request that you provide a hard copy of all text material, so we can verify your intent when editing. All copy must be on one side of the paper only.

**Photographs:** We accept original black & white or color prints and slides, film negatives and maps or other line drawings. Avoid submitting photo prints with "linen" type finishes. Electronic scans are also fine, but please review the following:

**General Scanning Tips:** For offset printing, an image needs to be NO LESS than 300 DPI(dots per inch) at its final size, meaning the size at which you want it to be published. Images that are good quality and important will usually be a final size of 10 inches wide; some might be five or less inches wide. Especially large or detailed photos might be appropriate to print up to 17 inches wide and if so would need the 300 DPI resolution at THAT width. A small print, such as 3 inches wide, must be scanned at higher resolution so that at its FINAL size it is 300 DPI or more.

For example Black & White (grayscale) scans are typically 2 to 5 MB (megabytes) in size, if intended to print at 7 inches wide, Color images are larger. Color uses multiple channels instead of one black channel so a three-color image (RGB) is naturally three times bigger than B&W. Images captured off the internet are typically 72 DPI and in the 30 to 100K range — far short of desktop publishing requirements. They look good on a screen display but cannot generally be counted on to reproduce well enough for publication.

We have received everything from a 30k file to 279MB file for the same 5x7 image.Viewing them on your screen, they look the same at the size they were scanned or even enlarged several times.  Loading and down-sampling huge files takes time. In the end, the image setter at a printer (which takes our files and commits them to the press) will down-sample the 279 MB file to a 300 DPI scan anyway. In all cases provide the scans without excessive cleanup in an image editing program and please do not "sharpen" them.

**File Formats:** Images off the internet or from digital cameras are often saved as jpgs which loses information in the scan and creates artifacts in the image which are difficult to remove . Such images are to be avoided if possible. Ideally all color and black & white scans should be saved as TIFFS. However, we do work with jpgs, if they are of the proper resolution as outlined above. The jpg format is useful if the image is to be sent over the internet.

**B&W (grayscale) Images:** These are typically 2 to 5 MB in size, if intended to print at 8 inches wide,  Set your scanner to scan at 8 bits per channel in  "grayscale." If you do any adjjustment at all, look for detail within the shadows without "blowing out" highlights. It is easier for us to bring definition out of shadows than to bring back kighlights that are lost.

**Color images:** Typically scanners perform in RGB, and you should leave the files in that format. The scanner should also be set to the 24 bits per channel setting. Please DO NOT use Index (some scanners have this as a default setting) or Lab color formats. Color slides or transparencies should be scanned at quite high resolution, 4000 DPI if possible as they are originally small images. No matter what color space the image is scanned in it will ultimately be changed to CYMK for full color printing. CYMK stands for cyan/yellow/magenta/ black, the four components that make up traditional color printing. If you look under a powerful glass you will see clusters of these colors in tiny dots.

**Artwork:** Original maps, tracings or drawings should be scanned as bitmaps, not as grayscale images, and must be above 1200 dpi in that format. Computer based drawings created in vector applications, such as Adobe Illustrator, Corel Draw or various CAD programs, should be saved in EPS format if possible. Here size is not important as vector graphics can be scaled without difficulty or loss of data.Bear in mind, however, that virtually all of the maps and some of the charts you see in our publications are drawn in Adobe Illustrator, in many cases from simple sketches supplied by readers.

## A Final Word

A few words about the "On the Line Up " column which appears in each issue. The list represents, in some cases, articles in hand. Others are ideas and partial materials in our files that we think have merit. Some are just wishful thinking on the part of the editor. The primary reason for "On the Line Up" is to stir interest among readers to contribute, and it serves its purpose well.

Thank you for considering submitting materials for consideration in The Warbonnet. It is appreciated.