

Manuscript Mechanics

Attention all Contributors to the *PSA Journal*

For over 70 years, PSAers have been writing articles for the *PSA Journal*. Tremendous changes have taken place in both the photographic industry and in the printing industry. While many of the key elements of preparing a manuscript for publication are the same, new technology has brought some new requirements.

The current method for submission of material for the *Journal* is via e-mail. Simply attach your word processor file to the e-mail and send it to the *PSA Journal* Editor at editor@psa-photo.org. If your e-mail program does not allow you to send attachments, copy the text from your word processing program directly into the body of the e-mail. Providing a digital file for your typewritten text allows immediate use of your document because it does not have to be re-typed and is a very efficient way to ensure that your submission is exactly as you typed it (with the exception of any editorial changes deemed necessary). If you do not personally have e-mail, please ask for help from a friend or relative to send the submission to the Editor for you, after you are satisfied it was typed accurately. Contact the Editor or the PSA Publications Vice President if you have trouble finding a typist.

Don't use all capital letters. When you type your article, use regular type, not script, and use upper and lower case letters. It is no longer necessary to double-space the text or leave wide margins. Do not do so. Please do not justify the right-hand margin.

When sending accompanying photos, prints or slides are preferred so that the images can be scanned according to the size at which they will be printed and to ensure that the brightness and color levels are based on the settings our commercial printer uses. Send more images than can be used: the Editor can select suitable images. Also, we will know at the time of scanning whether an image needs to be scanned as a grayscale or color image, as that affects the output too. We cannot use glass-mounted slides.

You may also submit high resolution (300 dpi) digital files. If you are planning to send digital images, please contact the *PSA Journal* Editor for specific requirements.

Please meet our deadlines. We have a two-month lead time for all scheduled material. All non-scheduled submissions are used when the Editor can work them into issues. If you are submitting an article for a particular issue, your finished article needs to be into the *Journal* editor 60 days before the first day of the issue month. We do not write articles from your notes; we use your prepared document, subject to editing.

If you have had an article on file at the *PSA Journal* office for a long time, it is possible we have just not had the space, or we needed to use other articles first to meet PSA guidelines, emphasize a theme, or balance the content. We will, however, return it upon your request. Occasionally some material never works into the magazine and has to be returned.

We appreciate all of the PSA authors. Thank you for making your mark for the advancement of photography and helping others learn from your experience and expertise.

