

TMSA Newsletter Submission Guidelines

Subject Matter

The TMSA welcomes all submissions for the newsletter that are related to the traditional music and song of Scotland, such as: information about coming events; TMSA branch news; reviews of past events; reviews of CDs/books etc; and any other features and articles that you feel might be of interest to the members of the TMSA.. Space in the newsletter is limited so we cannot guarantee that we can include anything you send us immediately. Priority is often given to 'time-sensitive' pieces with feature articles held over until subsequent newsletters.

Publication Deadlines

Publication dates and deadlines for the year are posted as a news item on the TMSA website at the start of every calendar year. If you would like a copy of the the publication deadlines for the current calendar year, please contact the National Office on 0131 555 2224 or email office@tmsa.org.uk.

Please remember that the newsletter is time sensitive. If you wish to use any of your information for announcement or scheduling purposes, you'll need to keep the publication dates in mind.

Word Limits

The word limits below are just for guidance. However, it will help the editorial process if you don't write too much – there is limited space and we don't like having to chop big bits out of submissions, or having to shrink the text down to a size where it's barely readable!

- News/Event info – 200 words
- Features/Articles – 600 words
- Branch News – 250 words
- Reviews of events – 250 words
- Reviews of CD/Book – 200 words

Formatting

To help speed up the editing process can you please make sure that all submissions are formatted as follows:

- General Paragraph Style
Font: Arial
Font Size: 10
Alignment: Left
Line Spacing: single
Character Spacing: Normal
Character scale: 100%
- Quotations
Please ensure that all quotations (verbal or from text) are in double quotation marks as follows: "insert quotation here".
- Citations
Book titles, CD titles and names of Newspapers/Journals should be in *italics* (no quotation marks or underlining).
Titles of articles and song names should be in single quotation marks: 'insert song title here'.
- Please ensure that when you save your submission it is as a standard Word document and NOT as an RTF (rich text format) file.