

## GUIDELINES FOR CONTRIBUTORS

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2. **Format:** The preferred format for text is MS Word or text files, which should be sent by email to [editor@sundialsoc.org.uk](mailto:editor@sundialsoc.org.uk). Material may also be sent on CD or via WeTransfer.com
3. **Figures:** Pictures should be sent as separate jpg or tiff files – do not embed them in Word files. For email attachments, do not exceed 15 Mbytes per message. Each figure should be referred to in the text, and a list of captions for the figures should be included. Captions should be sufficiently informative to allow the reader to understand the figure without reference to the text.
4. **Mathematics:** Symbols used for the common dialling parameters should follow the conventions given in the Symbols section of the *Glossary* on the BSS website. Consult the Editor if in doubt.
5. **Notes:** The *Bulletin* does not use footnotes. Where additional information is required, each note should be numbered as a reference with a superscript number. For very long notes, use an appendix.
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For papers and articles: Author’s name; title of article in single quotation marks; name of journal in italics (this may be abbreviated); volume number in Arabic numerals underlined; first and last page numbers; date in brackets.

Examples:

A.E. Waugh: *Sundials, their Theory and Construction*, Dover, New York (1973).

J. Davis: ‘The Zutphen quadrant’, *BSS Bulletin*, 26(i), 36-42 (March 2014).

A.A. Mills: ‘Seasonal hour sundials’, *Antiquarian Horology*, 19, 142-170 (1990).

W.S. Maddux: ‘The meridian on the shortest day’, *NASS Compendium*, 4, 23-27 (1997).

7. **Acknowledgements:** These should be as brief as is compatible with courtesy.
8. **Address:** The email address of the author should normally be given, right-aligned and in italics, at the end of the article unless the author, when submitting the article, expresses a wish that this should not be done. Authors may, if they wish, supply a very short biography and photograph (see previous editions of the *Bulletin* for examples).
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