**Peace River Sail and Power Squadron PILOT Newsletter Guidelines**

**PLEASE READ THIS BEFORE YOU SUBMIT ANY ARTICLES!!!!!**

**Guidelines for Pilot Article Submissions**

**2018**

Please observe the following when submitting articles for Pilot publication. It will help us greatly in continuing to produce a quality publication.

* **Font:** Palatino **11**pt
* **Paragraphs:** Please indent each but **do not format them**. Do not separate by a space. Single space.
* Bold: **Bold** may be used for emphasis
* **Wording:** Try to avoid "we", "ours" or "us". **PRSPS** should be used to identify us.
* **Consistency:** Please be consistent with the order in which you place things. If you give a time, date, location, and contact person, please try to keep them in the same order throughout your article.
* **USPS Style:** Please use officer abbreviations (Cdr, Lt/C, etc). Districts are referred to by number with no other markings (i.e. D 22). \***Please refer to the USPS style manual. Dates are to be in the Day Month Year USPS format (i.e. 1 Jan 2018).**
* File Naming: Please give a unique name to your file (eg. AdminPILOTJan14), otherwise they are unidentifiable.
* **Spelling and Grammar:** Please use the spell and grammar check features in Word before you submit your article.
* **Formatting:** **Please do not use any letter style, color, border, or format the articles in any way**. It takes us a very long time to figure out how to disassemble them and place them in the format for the Pilot if you do so. **DO NOT SUBMIT ANYTHING IN TABLES.**
* **Controversy:** Please avoid any political or religious controversy in your article. We are a boating, educational, and fraternal organization. Articles should be limited to subjects within the purview of PRSPS, D22, and USPS in general. They should also be written in a positive manner, remembering that the members of PRSPS are volunteers.
* **Digital Submission Only:** Please submit **all** articles in **DIGITAL** electronic format (not scanned) using Microsoft Word with .doc or .txt files as an email file ATTACHMENT. Please do not submit paper copies of articles for inclusion in the PILOT (**we cannot provide typing services**).
* **Deadlines:** Please observe the **15th** of the month deadline. **THIS IS THE FINAL DAY ON WHICH THEY ARE TO BE SUBMITTED**. (You may submit them early.) Make sure that articles contain all of the information that you wish to include and are correct by this deadline. While last minute changes are possible on an emergency basis, submissions after we have taken them to the printer are not possible to include.
* **Editing:** Please be aware that your articles are subject to editing of the editors, and that the articles are not letters to the editor. If you wish to submit a letter to the editor, please mark it as a letter to the editor and it will be published as written. Please note that letters to the editor will not be checked for grammar or spelling, but will be published as written. Please limit them to 500 words.

We hope that these guidelines help you to present better articles in our Pilot, and we will certainly enjoy continuing to produce a top notch publication with the Peace River Pilot.

P/D/C George J. Musco, AP

Editor, Peace River Pilot

P/D/Lt/C Carol L. Musco, AP

Asst. Editor, Peace River Pilot

***\*STYLE***

What is *style* in editing? Style is *house*

protocol in printed matter dictated by

individual organizations. Style may define how

to express commonly used terms, advocate the

use of particular forms, graphical

representations, et al. Style incorporates, among

other protocol, feelings about expressing titles

and personal status within the organization. We

adopt custom *house* styles for written material

to establish identity and a sense of unity with

the organization. Some organizations have a

style book, giving a rule for every imaginable

writing situation. USPS® publishes the

*Operations Manual* in which Chapter 19 is

devoted to protocol in printed matter.

Employing USPS protocol in our newsletters is

important as our publications represent USPS.

Use of established style promotes continuity

that readers count on and notice if it is

missing. For instance, our readers like to know

they can find a list of bridge officers and their

addresses and phone numbers on the same page

in each issue. Evaluators like to find the editor's

name and address and phone number in the

same place in each issue.

USPS style (in printed matter) includes how

to express dates, time, abbreviations,

capitalization, and how to display the USPS

ensign with or without squadron burgees.

Recently issued protocol designates how to use

the registered mark to protect our trademarks.

**EXPRESSING DATE AND TIME**

Since USPS is a boating organization, it

relates to nautical traditions. USPS uses the

naval way of expressing date and time. The

editor is responsible for editing all expressions

of date and time to conform to USPS style.

Dates are always expressed day/month/ year

in that order. For instance, 12 October

1998, or the short form: 12 Oct 98 (month

designated by the first three letters, i.e. Sep).

Note the absence of periods, commas, and

apostrophes.

Time is expressed as in the twenty-four hour

clock, i.e. 1000 is 10:00 A.M., 2200 is

10:00 P.M. and 0130 is 1:30 A.M., 1330 is 1:30

P.M. Note the absence of colons, periods, and

the word *hours*.

**ABBREVIATIONS**

Acronyms are used copiously today;

however, if you are not certain your readers

will understand what an acronym designates,

it's better to spell out what the acronym stands

for, the first time it is used in the document.

USPS, CPS, USCG and NOS should be written

without periods. The squadron name

abbreviation does not contain periods i.e. *SBPS*

for *Sand Bar Power Squadron*.

It is appropriate to use a member’s rank and

grade the first time his name is mentioned in

your newsletter. Grades are expressed as

follows with a preceding comma and without

periods (unless the last word in a sentence).

S Seaman

P Pilot

AP Advanced Pilot

JN Junior Navigator

N Navigator

SN Senior Navigator

Rank abbreviations should **not** be followed

by periods, i.e. *Cdr*, *Lt/C*, *SEO*, *Lt*, *D/C*,

*D/Lt/C*, etc. (unless the last word in a sentence).

C*dr* is the **only** USPS approved abbreviation

for *Commander*. If using all upper case letters,

rank abbreviations may be in all capital letters;

otherwise observe abbreviation style where

upper and lower case are designated, i.e. *Lt* or

*Lt/C*, etc. *Asst* is the abbreviation for *Assistant*,

as in *Assistant Secretary.*

No periods are used with course name

abbreviations, i.e. S, P, AP, JN, N, CP,

EM, IQ, ME, Sa, and Wx (recently changed

from W). See the *Operations Manual*, Chapter

19, for a more complete list of USPS

abbreviations.

**CAPITALIZATION**

Capitalize words that are proper nouns, i.e.

Commander Smith conducted the October

Sand Bar Squadron Member Meeting. If using

a title generically, do not capitalize it, i.e. the

commander conducted the last squadron

meeting. The word *squadron* is not capitalized

unless it is used as a proper noun, i.e. Our

squadron is having a picnic. The USPS national

magazine title, should appear in all capitals or

in lower case letters, i.e. *THE ENSIGN*® or *The*

*Ensign*®. Do not capitalize the word *ensign*

when referring to the USPS flag.

**DISPLAYING THE USPS ENSIGN**

**AND THE BURGEE**

Many squadron newsletter covers and other

printed matter display the USPS ensign

and their squadron burgee, sometimes together

with crossed staffs. In newsletters, directories,

and manuals, etc., the ensign need not be placed

so that nothing appears above or to the left of it

(as for letterheads). Placement must be in good

taste, and not subordinated to printing or other

artwork. If the ensign appears with the burgee,

the ensign should be above or to the left of the

burgee; however, districts may surround the

ensign with pennants of their subordinate

squadrons.

**MISCELLANEOUS STYLE**

**RECOMMENDATIONS**

Attempts to feminize nouns such as

chairman, however well-intentioned, are

unnecessary. The words *chairman* or *chair*

apply to either gender.

Districts may be expressed, for example, as

either District 38 or D/38.

Educational is the correct title of the

Department/Officer, vs. Education

Department/Officer.

The word *Squadrons* is always plural when

expressing *United States Power*

*Squadrons*® and *Canadian Power and Sail*

*Squadrons*.

United States Power Squadrons is the

appropriate way to express our

organization's name, except for the abbreviation

*USPS*. Avoid using *U.S. Power Squadrons* or

*the Power Squadron*; instead, use *USPS* or the

unabbreviated name. When referring to a

particular squadron, you may leave out the

word *Power*, i.e. *Sand Bar Squadron.*

**THE REGISTERED MARK**

To protect our trademarks, the registered

mark is to be used in printed material,

which includes our newsletters. The following

expressions or graphics should carry the

registered mark ®: *The Ensign*, USPS, United

States Power Squadrons, *Jet Smart*, *Boat Smart,*

Boat Smart design with the wheel and ensign,

graphics of tridents, the ensign, and the ensign

plus ship's wheel. *The Squadron Boating*

*Course* should carry the mark SM until members

are notified otherwise in *The Ensign*. The

registered mark is used only at the first

occurrence of the word or graphic in a

document. See *Protect Our Registered*

*Trademarks*, a handout for using registered marks.N PubCom Apr 00