



***NEW* Guidelines and Notes for Contributors**

As we refresh the Harmony Rag to bring you a new look Regional publication, along with it comes revised guidelines for contributors.

Content

The Harmony Rag is Region 31's news and views from our members, for our members! It's all about YOU! Occasionally, a copy might also fall into the hands of someone who has never heard of barbershop, please bear that in mind when sending in articles.

Generic Articles

Generic articles are always welcomed but the editing team receives several of these for every issue. Your article has more chance of inclusion if:

- a. the events/activities described are recent and unusual
- b. the article has barbershop educational content
- c. the article offers choruses and quartets tips on how you have been successful in any element of chorus life and what you have done to get there
- d. it is less than 350 words in length (about half an A4 page)
- e. you have included an exciting photograph that draws the eye!
- f. it is not an advert in disguise (see later section on Advertising)

Bear these tips in mind, but don't let these guidelines from stop you from submitting a great article!

Reviews

Genuine and impartial reviews of barbershop CDs, DVDs and shows are welcome; likewise, reviews of mp3 players and recorders, books or DVDs relating to singing, performing or anything barbershop related. Why don't you supply a photo or scan the CD/DVD cover or ticket stub to add interest.

Format

Send electronic copy in as plain a format as possible as a .txt, or .doc or .docx file. The font used in the Harmony Rag is Book Calibri 11pt but you can use any font when you send the copy in. It's not necessary to use double-spacing as all editing is done on-screen.

Photographs

Resolution should be 200 dots per inch (dpi) or higher. As a rule of thumb, if the image file is less than about 350K in size it probably will not be clear enough to be included. Please send images as individual image files rather than embedding them in Word documents. If you use a software application to create/edit your photos please remember to save them in a standard format before you send them - .jpg for preference.

Spelling and Grammar

Copy is proof-read before it goes to the printer but mistakes can creep in! Please check for any errors yourself before you send in your article, being particularly careful with place names and personal names.

Finally...

The editing team reserves the right to edit any material in the interests of clarity, accuracy, suitability and to fit available space.

Contributors are responsible for their own opinions and any facts contained in the material submitted. The views expressed are not necessarily those of the Harmony Rag editing team

Advertising

Rates are £10 for a small advert, £15 for a quarter page, £25 for a half page and £50 for a full page. Adverts designed to recruit Musical Directors are free for all Sweet Adelines and LABBS choruses.

Payment must be sent with the copy. If the cheque is not received before the copy deadline the advert will not appear. Please make cheque payable to Region 31 Quartet of Nations and send them to Finance Coordinator, Nuala Hobden. Nuala's postal address is: 3 Greenacres Gardens, Purbrook, Hants, PO7 5HG

Contacting the Harmony Rag Coordinator

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I hope to send a response to your email within 48 hours, however if you do not receive a response within a week, please re-send – it may have got stuck in spam/junk mail.

Deadlines

All issues will be distributed electronically with the exception of the Convention Special Issue in late June. This issue will be printed and a copy for each member will be posted to chorus representatives.

28th February (for late March issue)
31st May (for late June issue)
31st August (for late Sept issue)
30th November (for early January issue)