

The *Jilalan* is an impressive magazine thanks to the efforts and good will of contributors, editor and distributor. It is a publication that BCBC and members can be justifiably proud of. *Jilalan* is a major form of communication about our core function - bushwalking, and other significant Club activities, as well as information of interest to members, in line with our Club's purpose (See Objects in our Constitution).

PROCESS:

This sheet is for the benefit of both Contributors (You) and Editor (Me). It provides a framework, a consistency of style/format, which should save time in the overall production of the *Jilalan* every month.

The framework is:

- The Editor includes a copy of the Guidelines (with Examples) in the monthly email requesting submissions.
- The Contributors submit articles in line with these formatting Guidelines – and the given submission date.
- Contributors send in on-time articles by email, and only to the BCBC Editor account at bcbcjilalan@gmail.com
- The Editor checks-off all submissions from the *Calling for Articles* list, inserts the articles and visuals into the appropriate section of the A4 e-copy, updates the Calendar inside the front cover, and then does further editing in order to fit everything into the restricted number of pages in the printed (columns, A5 booklet) version.

The 'time' and 'date' deadline, as advertised, is final. This enables the editing process to proceed and the *Jilalan* to be published in a timely fashion before the events being advertised become obsolete.

FORMATTING EXAMPLE 1: ARTICLE on UPCOMING WALKS / SOCIALS / EVENTS

Heading	SATURDAY 14th SEPTEMBER NOOSA TRAILS DAYWALK ← 6pt space	HEADING Font: Arial 14 and Bold Centred, Uppercase & Single-spacing
Summary	Leader: Terry Silk Ph: 3355 9765 Meet at: St. Brigid's Carpark, Red Hill Time: 7.00am Cost: \$25 Grade: L24 Location: Noosa Hinterland Web: https://www.noosa.qld.gov.au/noosa-trail-network Emerg Off: Liz Little Ph: 0414 252 003 ← 6pt space	SUMMARY Font: Arial 12 and Bold Text: Black and Single-spacing Margins: Justified Spacing: Use Tabs, not space-bar Web: Blue and Bold Phone: Landline No ^s : 4 and 4 digits Mobile No ^s : 4, 3 and 3 digits Emerg Off: for 'Emergency Officer' No full stops
Body	Once again it is time to continue working our way through the Noosa Trail Network in reverse. The Trail Network is well maintained by the Noosa Shire Council. This year we will be completing Trail Number Three. As the walk is not a circuit, a short car shuffle will be required. ← 6pt space Please contact me to nominate for this walk in my favourite part of our Sunshine State.	BODY Font: Arial 12 Text: Black and Single-spacing Margins: Justified Language: English (Australia) Space between paragraphs: 6 pt Future tense, e.g., we will walk

FORMATTING EXAMPLE 2: ARTICLE on PAST WALKS / SOCIALS / EVENTS

Heading	THURSDAY 29th AUGUST NEGLECTED MOUNTAIN DAYWALK ← 6pt space	HEADING Font: Arial 12, Bold & Single-spacing Centred and Uppercase No additional details or sub-headings
Body	I must apologize to the membership for underselling this walk. While I highlighted the view into Christmas Creek Gorge, really a modest valley, I did not realise how good other views were. The day was overcast with a forecast of afternoon showers, but the heaviest collection of raindrops occurred on the road from Beaudesert to Christmas Creek. The farmer is selling the block of land we crossed to start the walk. ← 6pt space	BODY Font: Arial 12 Text: Black and Single-spacing Margins: Justified Paragraphs Space between paragraphs: 6 pt

	<p>On the top of the mountain there was a forest of modest trees which limited the view, so we had lunch on our return journey where there was an ideal sized log on which to sit and enjoy good views. We returned to the car by following the traditional route, arriving just before 3.00pm. Given that we started walking at about 9.00am, this was an entirely respectable outcome. Those exempt from receipt of the before mentioned apology (therefore, the walkers) were Paddy T, Liz L and Jan N. Russ Nelson</p>	<p>Past tense, e.g., We walked.... Names of participants, either: (i) first-name only, or (ii) first-name and surname initial, or (iii) first-name and surname Similar for concluding Leader's name</p>
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FURTHER GENERAL COMMENTS ON FORMATTING:

- Other submissions should follow the principles above, unless otherwise negotiated with the Editor.
- All submissions use black print on white background.
- Arial font is used throughout: mostly Arial 12, some Arial 14. Spaces between paragraphs are in Arial 6 font.
- The printed *Jilalan* is, ideally, 24 or fewer pages (pages in multiples of 4, i.e. 16, 20, 24) in length to remain within the established postage price and an acceptable reading length. The Editor will use editing discretion to ensure articles, visuals, etc. fit within the confines of the number of pages.

CONTENT:

- Your article in the *Jilalan* is your chance to convince members, and especially visitors, to come on your trip or social. Make it attractive, truthful and provide description of what they will be walking through; views that will be seen; types of track underfoot, and in particular, describe any spots that an average member may find a bit difficult; like eroded gullies, loose gravel, boulders, number of creek crossings, extremely steep parts, etc. etc.
- Do not go into describing previous trips to this location or proposed future trips.
- If your article appeared in last month's/a previous *Jilalan*, please do not send it again – unless there are changes; AND type the changes in **RED** – I can just zero in on the changes and amend your previous article.
- Extended Trips (Accommodated Trips) – these are like normal trips, just that they go over several days. So, when writing your article, describe each day's walking, as per the dot points above. In your Article, just showing the *From & To* beside the *Day Number* and *Date* is not enough – no one will know what to expect. To make up their minds to come on your multi-day trip, they must know what to expect on each of those days. Some relevant web links will also come in handy. There is no need to show the *Day Number*, *Day of the Week* and *Date* – just show one of these. The dates are at the top of your Article in the *Heading*. The *Day of the Week* is irrelevant.
- Grading – You grade the whole trip, not the hardest part. If a trip goes for 6 hours over 15km, over various types of terrain, you grade the whole 6 hours / 15km, not the hardest/scariest 5 minutes. It is in your description of the trip where you describe that hard/scary 5 minutes. A M22 walk can have a M45 part in it (that hard/scary part), so grade it a M22 and in your article use words to describe that M45 part.
- In reporting on past walks, this is your opportunity to praise your trip; tell us where you walked; what you saw and mention a few names of participants doing something at a particular spot. This is your opportunity to show readers you are a good leader who does walks in interesting areas, and for them to come on your next trip. You are selling yourself and the area walked. You are competing with a number of other leaders for people to come on your next trip. Have members appreciate your efforts.
- Photos – Please include your photos. Select those with meaning, scenery with or without people, special shots, etc. Photos will publicize your Past (or Coming) trips and help future walkers to decide to come along on your next trip. Do not expect the Editor to find photos and insert them – it is your job. The Editor does not have enough time to find photos – there are other things to do to edit *Jilalan*. The Editor may not even have access to the photos.
- The Editor & readers are not after brevity; rather, they seek accurate description of both coming and past events.
- If copying details from a webpage, always show acknowledgement of source and website, e.g. National Parks says, www.nationalparks.gov....., etc.
- Please arrange for your own Emergency Officer; contact the person for their approval, and get their phone number, and include these details in your article summary.

- Contributors, please be mindful when “expressing views” that, the *Jilalan* goes on the web for the world to see. In addition, a copy is forwarded to: National Parks; the electronic version goes to the National Library where anyone can access it; a hard copy goes to the Queensland State Library, and our magazine is sent to many other bushwalking clubs. **Please** be careful about what you say in your articles on government policy, on other clubs, and the public at large; say nothing derogatory or negative!
- When writing your Articles, think of how it will look in the printed *Jilalan*. This is in Columns, thus when you type on a full A4 page, Columns turns it into half that size. Tables especially are affected by this – too many columns will not fit. There is no need to show the *Day Number*, *Day of the Week* and *Date* – just show one of these.
- I normally do not open your articles in the Editor’s G-Mail InBox, but only opening them when I begin the editing, This is after the due dates for your articles. So, if you want to message me instead of, or as well as, attaching your article, at the beginning of the Subject Line, put what you want to say to me, then put the message in the e-mail.
- Please do not use Headers, Footers or Page Numbering. Just type your article on a blank A4 page with no extra formatting.
- Set your computer to *English Australia* – you will find this in Settings/Time and Language/Language/Windows Display Language OR Preferred Language OR you will find it in top Task Bar in Review/Language/Set Proofing Language AND Language Preference.
- Photos and the Printed *Jilalan*: the printed version is in black only, so your coloured photos will have to look good in Black & White. Look for contrast, colour saturation, etc when selecting your photos. I want you to send in coloured photos, but decide which ones will look good in B&W. Also, think of what your photo will look like when it is placed in your article in the column of the printed *Jilalan* – it will be a lot smaller; will its impact be seen when it is small.
- When “Copying & Pasting” old articles to include in your Coming Event, make sure you read it and change obvious details – dates, days of the week, phone numbers, year, and anything that pertains to the coming event. Read the whole article.
- Try not to repeat words in the same paragraph – like “we”, “us”, “walk” and particular descriptive words.
- Read your article when finished, then read it again. Does anything sound “odd” and need rewording?

DISTRIBUTION – The Editor’s requested timeline attempts to ensure consistency in all versions of the *Jilalan*.

The Editor commences production of the *Jilalan* – both email and printed version – (edits, formats, compiles articles and visuals, proof-reads, finalises, emails out and has printed) immediately after the deadline for *Calling for Articles*. It is distributed by email to members, and others; and printed copies are mailed out to those members who have paid a fee for the printed version.

A ‘Fortnightly Update’ is emailed out towards the end of each month.

FINAL POINTS/REMINDERS FROM THE CURRENT EDITOR (as per back cover notice in *Jilalan*):

1. All articles to the BCBC email only at: bcbcjilalan@gmail.com
2. The Editor reserves the right to alter, move, shorten or not include articles.
3. Please re-read your article, and edit it yourself, before emailing it to the Editor.
4. Contributors who use words or images from other sources are asked to acknowledge the author, publication, issue, date and publisher of the source. This includes anything ‘copied-and-pasted’ from the web.
5. Articles from *Jilalan* may be reproduced, on condition that the source is acknowledged.

Good luck with your preparation, writing and typing.

Greg Endicott
Editor
20/08/2024