

## **Tips for ETE EXPRESS contributors**

by Kurt H. Miska  
Editor – ETE EXPRESS

As editor of the ETE EXPRESS, I am always on the lookout for a wide range of material ranging from simple “Rail Remedies” to feature articles. A rail remedy can be a simple tip or hint that you might have discovered and implemented on your own layout. Then there are product reviews. Have you bought an unusual building kit? Have you finally landed that much sought after locomotive or just a new decoder that you have installed? Consider sharing your evaluation with the rest of the ETE members. On a larger scale consider doing a feature article on a favorite European prototype. This area is wide open and can cover the earliest Era 1 steamer to the latest version of the ICE or TGV.

Last, but never least, I would like to help you. Send me a brief outline. I’ll guide you. When you’ve written something, I’ll help you with crossing the T’s and dotting the I’s. I will not print your work without you seeing the final copy. A few simple suggestions, if I may.

### **Text**

Use whatever word processing program you have. My iMac G5 can handle all of them. Use the table formatting function provided by your word processing software. Ideally, I would like 1-inch (25 mm) margins all around and line spacing at 1 ½ spaces. I would ask that you use a conventional type font in 12-point size. Times New Roman is the preferred font. Please no cutesy, weird or oddball type fonts. As a measure of how much you’ve written, consider that one (1) printed page in the EXPRESS (without any images) comes to 980 +/- 20 words when using 12-point Times New Roman.

Please do not use Excel<sup>®</sup> or other spreadsheet programs for tables within a word document. Microsoft Word<sup>®</sup> has a very easily used table format. Please do not imbed photographs or line drawings (schematics, etc.) into text documents. Keep photographs, drawings and other artwork separate and always write captions for each such items. We cannot guarantee placement of images precisely where you would like them to be.

## **Images**

Let's talk about photographs for a moment. We are now in the age of digital photography and photo submission to the ETE EXPRESS is easier than ever but as our creative director has pointed out to me, there are some things to watch out for.

“While I know that we should be grateful for any photos that are submitted for publication (and I am), please implore all ETE photographers to submit their work at a resolution of at least 144 dpi, preferably 200 dpi. A large portion of the images comes in at 72 dpi, which is great for web pages but bad for printing. When I enlarge these photos they begin to "pixellate" and look bad. I recall a discussion about soliciting advertisement and taking the publication to color. Color images are far less forgiving when the resolution is poor. I know we can't be rigid or demanding about this. I also understand that greater resolution requires more memory. I don't want to discourage the submission of any work. I would just like our photographic friends to "splurge" a little (memory-wise) with their great photos. Please be sure to write a caption for each photograph. Last but not least. Stay with JPG files. No PCX or other “unknown” formats. Thanks.”

I'll just add that film-based prints or slides are also welcome. These are easily scanned and readied for use in the EXPRESS. So, if you have some nice, old black and white images that you'd like to share, I can help. My scanner is always on.

If you're taking photographs to include with an article, please, if at all possible, use some sort of camera support to prevent shaking. Flash with close-ups can be tricky and can wash out the image. Take several exposures and pick the best one.

Always provide captions with your images. Identify people. I don't want to have to write captions identifying people as John Doe. Keep the names of the image files very simple. For example – kurt-1.jpg, kurt-2.jpg, etc.

Last but not least, permit me to quote from that incredible photographer Robert Capa, "If your pictures are not good enough, you're not close enough."

## **Line drawings**

When submitting line drawings, diagrams, engineering drawings and prints please be sure your background is clean and white and your lines are black. Avoid pencil and colored pens. Use

black ink. Please try to avoid line thicknesses of less than 0.5 point and type of less than 8 points. If you are submitting hard copy (paper), please try to send it flat, that is, not folded.

If you are submitting your art electronically, examine your diagram reduced to about 4 inches (100 mm) wide and see if it conforms to the above guidelines. We do receive scans of dimensional drawings from time to time. In order to reproduce the scanned information, make sure your background is clean and white. This makes a nice high contrast, sharp image. Please refer to the guidelines set forth in the above section on images.

Like photographs, please do not embed your artwork in a Word (text) document. If sending electronically, send as a .tif, .jpg, .pdf, .eps, .ai, .psd, or even some types of CAD files. We will work with whatever you care to send.

If you have any questions whatsoever, please send me an e-mail at [khmiska@umich.edu](mailto:khmiska@umich.edu).

Kurt H. Miska, Editor

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