

THE JOURNAL OF AMERICAN ORGANBUILDING

A Writer's Guide

WE ARE GRATEFUL that so many AIO members have been willing to share experiences, techniques and ideas through articles in the *JOURNAL OF AMERICAN ORGANBUILDING*. Without such contributions, we would have little to publish. Please know that your work is greatly appreciated.

Professional publications strive for journalistic consistency, and toward that goal we have prepared this brief guide. It outlines standards

for grammar, punctuation, and other matters of house style. All content is edited for clarity and consistency, then reviewed by members of the Publications Committee. The Editor may be in touch with questions on content. You will receive a proof copy of your work to review, so that you may make any changes before the issue goes to press.

Thank you in advance. Your contributions support a vital forum for sharing knowledge and expertise.

GENERAL

Contact the Editor, **Jim Steinborn** (970.227.5699, aio.journal.ed@gmail.com) to discuss length and content; receiving material via email is often easiest. For longer texts, Microsoft Word is the preferred format, but pieces shorter than 750 words can be sent as simple email messages.

STANDARD USAGE

Time: 11:00 a.m. or 7:15 p.m.—not am., pm., A.M., or P.M.

Dates: July 1, July 2—not 1st, 2nd

Numbers 1 through 99: spell out in text; 100 and up—use figures, except at the beginning of a sentence or immediately preceding another number; use commas for numbers 1,000 and greater. Exceptions to this standard are measurements and stop pitches: 16' Holzquintadehn, 48"x30" concussion bellows.

Quotation marks: Periods and commas are always inside the quotation marks; semicolons are outside; placement of exclamation points and question marks depends on the sense of the quotation.

Titles of books and major musical works containing several movements: Italics

Song titles: Quotation marks

Name of an event: In italics (*Pipe Organ Encounters*, etc.)

Addresses and states: Spell out states (Illinois, not Ill, or IL), as well as Avenue, Street, North, South, etc.

Telephone numbers: 999-123-4567, not (999) 123-4567

Capitalize President, Vice President, Board of Directors, etc.

Abbreviations:

- Horsepower, 20-hp blower
- Revolutions per minute, rpm
- AIO, no periods or spaces

Organs:

- Möller, not Moller or Moeller
- Wurlitzer, not WurliTzer
- Aeolian, not Æolian
- Opus 771, not Opus No. 771 or Opus #771

Organ stops: Capitalize the initial letter ("Schwebung")

Publication name: *The Journal of American Organbuilding*.

Names of other publications are in italics (i.e., *The Tracker*).

FORMATTING

If you could observe the following:

- Please do not indent the beginning of each paragraph, nor introduce additional returns between paragraphs.
- Unlike typewritten material, where it is the custom to introduce two word spaces between sentences, in typeset material there are never double spaces.
- If you know how to produce hyphens (-), en dashes (–) and em dashes (—), note that we use the em dash in this manner ("separate a thought—like this—using em dashes with no spaces" not "separate a thought – like this"). If you

don't know how, that's fine; just use a hyphen, and we will take care of the rest.

- Stoplists: please contact the Editor in advance, since stoplist formats vary depending on what is being illustrated. In general, don't worry about trying to prepare the stoplist exactly as you think it should appear. The important thing is to provide as much information as possible (stopname, pitch, number of pipes, any and all extensions or derivations) as accurately as possible. For example, if describing an old organ where a Twelfth is labeled "3ft," we would not change that to "2²/₃". We are happy to take it from there.

PHOTOS

- The preferred method for sending photos is as a .jpeg attachment to e-mail. Photos must be a minimum-resolution of 300dpi at a size of 2"x3".
- Photos should be clear, in focus, and have good contrast, as dark photos do not print well.
- All photos must have a caption and photographer credit. Please place that information at the end of your article file. If the name of the photographer is unknown, the credit would be "xxx Collection" where "xxx" is the name of the individual owning the photos.
- When submitting multiple photos, it helps if the filenames are as clear as possible: tracker_1.jpg, tracker_2.jpg
- Prints of photos may be sent for scanning to the Editor via postal mail, FedEx, UPS, etc.; originals will be returned.
- For photos or drawings submitted in hard copy, please make sure to email a file with all the caption and credit information described above. You might number each photo, and then code your captions to each number. Please do not write on the back of the photo.

OBITUARIES

It is not always possible to secure publication rights to obituaries that have appeared in newspapers. Also, they seldom include the specific accomplishments that would most interest our readers. Please honor a deceased colleague by writing an obituary, tribute, or reflection for this publication.

NOTE

Opinions expressed in articles and advertisements appearing in the *Journal of American Organbuilding* are not necessarily those of the American Institute of Organbuilders or the Editor. AIO is not responsible for omissions or errors that result from misrepresentation of information provided. Advertisers and their agents assume all liability for advertising content. Advertisements in the *Journal of American Organbuilding* do not constitute an endorsement by AIO or the Editor of goods or services offered. The Editor and Publications Committee reserve the right to accept, reject, or edit any and all submitted articles and advertising.