B&O Modeler Style Guide

Introduction

This style guide provides the editor with rules to ensure the magazine presents a uniform appearance across editions. Uniformity enhances the professional appearance of the magazine and the Society's brand identity. This document records format decisions to retain consistency.

We provide this guide to authors as a courtesy so they can submit their articles in the same format they will be published. Doing so reduces editing effort, reduces author's irritation as their articles will be changed less, and encourages format uniformity in the magazine. However, use of this guide by the authors is not mandatory. The Paragraph section provides information authors can use to format their articles.

General

- The B&O Modeler will be designed to print on letter-sized paper.
- Unless specified otherwise, margins will be :
  - Top, left, right 0.5"
  - Bottom, 0.47"
  - Photographs will be resized to fit within the margins unless the author indicates they are actual size. Actual-size photos could be rotated, cropped, or extend beyond the margins in a printable part of the paper. As these solutions are not attractive, Authors should avoid them if possible.
- The magazine does not have a header.
- The footer format is:
  - On the left, "The B&O Modeler".
  - In the center, the page number.
  - On the right, the edition number and date or season.
  - Times New Roman, 8-point font, italicized. Right side bold.
  - No footer on 1st page.
  - (Note: I've been unable to get the footer to work before page 4 in the past)

Paragraph

- Paragraph bodies will be Times New Roman 11 point.
- Blue used is 0/0/128 in RGB settings.
- Article headings will start with a blue stripe across the page.
  - Text for title is Times New Roman, 16 point, all caps, bold, in blue, centered.
  - Optional subtitle is Times New Roman, 12 point, not all caps, bold, in blue.
  - Author's name is preceded by the word "BY", Times New Roman, 12 point, all caps, bold, in blue.
  - Optional comments about sources or photos are Times New Roman, 10 point, not all caps, in blue, in parenthesis.
- Paragraph headings, if used will be 12 point, all caps, bold, centered.
- Any text beneath photos, including explanations or sources is Time New Roman, 8 point.

My Favorite Model

- Paragraph bodies will be Times New Roman 11 point. Paragraph may simply quote body of text from sender email body, including name at end, in quotation marks.
- Blue used is 0/0/128 in RGB settings.
- Article headings will start with a blue stripe across the page.
    - Text for title is Times New Roman, 16 point, all caps, bold, in blue, centered.
    - Subtitle is Times New Roman, 12 point, not all caps, bold, in blue. Will include name of author followed by type of item.