

Submissions to THEATRE ORGAN: A Writer's Guide

[General Instructions](#)

[Naming Files](#)

[Photo Requirements](#)

[Chapter News](#)

[Vox Pops](#)

[Obituaries](#)

[Formatting](#)

[Standard usage](#)

This Guide is intended as a reference tool for you. It is not a comprehensive style guide, nor does it attempt to teach you how to write a good article. We understand that most of the material submitted to us is not prepared by professional writers, and we are here to help you turn your submission into an article that ATOS members and others will enjoy reading.

By observing the standards and guidelines in this Guide, you will help us to help you. The less time we have to spend on “cleanup”, the more time we can spend helping you to fine-tune your submission.

We thank you in advance for your cooperation—and your continued submissions.

—Don Feely and Mike Bryant
Co-Editors
editor@atos.org

General Instructions

Please contact the editors of THEATRE ORGAN (Mike Bryant or Don Feely by e-mail at editor@atos.org, or by phone) to discuss length and content of manuscripts you wish to submit. Phone numbers are listed on the ATOS website at <http://www.atos.org/front-desk/board-staff.html>

Please submit all material to the correct e-mail address:

Chapter News: chapternews@atos.org

Advertising-related issues: adsales@atos.org

All other Journal submissions: editor@atos.org

Articles longer than 750 words (approximately a page and a half) **MUST** be submitted as Microsoft Word or Works documents, sent as an e-mail attachment. For shorter articles, including Chapter News and Vox Pops, the preferred formats for text documents are, in this order: (1) Microsoft Word or Works documents attached to an e-mail; (2) text in an e-mail; or (3) typewritten (or handwritten) documents sent to the editor via postal mail, FedEx, UPS, etc. Please use (3) only if electronic submissions are absolutely impossible.

Naming files

- Due to limitations of the FTP site (the way files are transmitted for production), file names **MUST NOT** contain any spaces. Please use the following formats:
 - For feature articles, name the file with an abbreviated version of the article name or subject. Example: The Word document for “The Seattle Liberty Wurlitzer, Part 2” might be named SeaLiberty2.doc.
 - For obituaries, name the file with the last name of the deceased, followed by an underscore and “obit”. Example
 - Wright_obit.doc
 - Hazleton_obit.doc
 - For Chapter News items, use the Chapter name, abbreviated if appropriate, an underscore, then the issue (abbreviated as shown in the list below) in which the item is to run, **NOT** the time period the item covers. Examples:
 - Correct: Atlanta_JanFeb.doc, RMCATOS_MarApr.doc, ValleySun_JulyAug.doc
 - Incorrect: Atlanta Jan Feb.doc, Rocky Mountain.doc
 - The issue abbreviations are:
 - JanFeb
 - MarApr
 - MayJune
 - JulyAug
 - SeptOct
 - NovDec
- Photos accompanying submissions must use the same name as the text file, but with a sequential number following the filename, as shown in these examples:
 - SeaLiberty2_1.jpg, Atlanta_2.jpg
- Do not use the photo caption as the file name. If you need assistance in renaming files, contact the editors.

Photo Requirements

- All photos must be clear, in focus, and have good contrast (dark photos will not print well).
- Photos must be a minimum resolution of 300 dpi at a size of three inches by two inches.
- Photos must not use decorative formatting, such as borders, matting effects, soft-focus edges, etc.

- Photos must not have date and time information in the image area.
- Preferred method for sending photos is as jpeg ATTACHMENTS to e-mail. Photos embedded in a document or an e-mail cannot be used.
- Attachments in excess of 10mb cannot be received by the e-mail system. If you have photographs in TIFF format, which can easily exceed that limit, you will either need to convert them to JPEG format, or contact the editors for alternatives.
- Prints of photos may be sent for scanning to the editor via postal mail, FedEx, UPS, etc.; the originals will not be returned (except in unusual circumstances).
- For photos or drawings submitted in hard copy, please type or print captions and photographer credit on post-it notes or on a separate sheet of paper. Please do not write on the back of the photo, and do not attach photos to sheets of paper.
- All photos must have a caption and photographer credit. If the name of the photographer is unknown, the credit would be “xxx Collection,” where “xxx” is the name of the individual or entity who owns the photos.
- Make captions as brief as possible—tell the story in the article.
- List the captions and photographer credits at the end of the text document using the format shown. If there are a large number of photographs, you may place the captions and credits in a separate document (NOT in an e-mail). Format and examples:
 - Filename: Caption (Photographer)
 - Norcal_1.jpg: Oliver Organist at Berkeley (Sam Shutterbug)
 - OCATOS_2.jpg: Oaks Park Wurlitzer (Oaks Park Collection)
- For photographs obtained from the internet, some additional care must be taken to ensure we comply with copyright limitations. Please contact the editors for additional requirements.

Chapter News

- Deadline for receipt of Chapter News is the FIRST of every ODD-numbered month (January, March, May, July, September, and November), for publication in the NEXT issue. For example, January 1 is the deadline for inclusion in the March-April issue.
- Submissions received after the deadline are not assured of publication.
- E-mail your Chapter News items to chapternews@atos.org
- Maximum length: 300 words of text. Only text between your principal city and the correspondent’s name are counted. (NOTE: if your chapter has something special to tell us that would take more than 300 words, consider writing a separate article; contact the editor to discuss).
- Text may be edited for space and clarity.
- Chapter News must include:

- Chapter name
- Principal city of operation
- Name of correspondent
- Name, telephone number, and e-mail address of chapter president
- Chapter News may not include: music titles played at programs or menu items served at chapter functions.
- Do not include announcements of future events that will take place before the issue will be mailed. (Submit it instead to the Around the Circuit database on the ATOS website.) For example, the deadline for the July-August issue is May 1. The issue will be mailed the first week in July. An event scheduled for June 15 should not be included.
- Preferred formats for Chapter News are, in this order: (1) Microsoft Word or Works documents attached to an e-mail; (2) text in an e-mail; or (3) typewritten (or handwritten) documents sent to the editor via postal mail, FedEx, UPS, etc. Please use (3) only if electronic submissions are absolutely impossible.
- Photos: No more than two photos (see [Photos](#) section for requirements). Photos MUST include the caption and the photographer credit.
- Template files (in Word 97-2003 and Word 2007 format) for Chapter News may be downloaded from the ATOS Website, or by contacting the editors. These files may be used directly.
- Template files in PDF format may also be downloaded, but they will only illustrate the format.
- Please remember that we receive close to thirty Chapter News submissions for each issue. In order to minimize confusion and the potential for errors, it is CRITICAL that you name your text file as described in “Naming Files”, above.

Obituaries

- Obituaries should be limited to 300 words unless approval has been given in advance by the editors.
- One photograph should be included if possible. See the [Photo Requirements](#) section for standards.
- Obituaries submitted to THEATRE ORGAN must be original work; an obituary published elsewhere (newspaper, for example) must be accompanied by permission to reprint from both the original source and author.

Vox Pops

- Items submitted for Vox Pops must follow the same formatting requirements as [Chapter News](#) items, although the limitations on number of photographs and word count do not apply.

- Vox Pops articles usually focus on people and events, and are not opinion pieces. Instruments and installations may be suitable for a Vox Pops piece if there is an event associated with the installation or instrument (such as a dedication of a “new” theatre organ installation). Articles too short to run as a full feature may appear in Vox Pops instead.
- Deadline for Vox Pops submission is the first of the odd-numbered month prior to the issue date (i.e., deadline for inclusion in the July-August issue is May 1).

Formatting for Word documents

- Font: Times New Roman, 12pt. Do not use italics (except as indicated in [Standard Usage](#), below) or bold.
- Paragraph settings
 - Alignment – Left
 - Indentation – Left and Right both 0
 - Special – None
 - Spacing – Before and After both 0
 - Line Spacing – Single
- Margins: at least one inch on the top, bottom, and sides.
- Single space the document, with a double space between paragraphs.
- Do not indent the beginning of each paragraph.
- Following the punctuation at the end of a sentence, leave one space (not two).
- Rather than using a hyphen or a double hyphen surrounded by spaces, please use an em dash (an em dash is created in Word with the key combination <CTRL><ALT>- [the dash on the number keypad]).
 - Correct: “Separate a thought—like this—using em dashes with no spaces.”
 - Incorrect: “Separate a thought – like this.”
- On longer articles, please put the page number in the footer.
- Formatting for stop lists and chamber analysis: please contact the editor IN ADVANCE for a correctly formatted sample document

Standard Usage

The following are THEATRE ORGAN standards:

- Time—10:00am or 8:15pm—not a.m., p.m, A.M., or P.M. No space precedes the “am” or “pm.”
- ATOS—no periods or spaces.

- Dates—June 1, June 2, June 3, June 4—not 1st, 2nd, 3rd, 4th.
- Numbers 1 through 9—spell out in text; 10 and up—use figures, except at the beginning of a sentence or immediately preceding another number; use commas for numbers 1,000 and greater.
- 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.
- Serial commas—in a list of three or more items, a comma should be used after the next-to-last item. Example: “The dinner included soup, salad, entrée, and dessert.”
- Book, show and movie titles—in italics; also titles of major musical works with several movements or parts.
- Song titles—in quotation marks.
- Name of an event—in italics (*Party on the Pipes; Wurlitzer Weekend; etc.*)
- Addresses and states—Spell out states (California, NOT Calif. or CA), as well as Avenue, Street, North, South, etc.
- Telephone numbers—for numbers with a country code of “1” (USA, Canada, many Caribbean countries), format the number as 999-123-4567, not (999) 123-4567 or 1-999-123-4567.

Numbers with a country code other than “1” should be formatted with the full country and city codes, using the local standard without hyphens. Example: (UK) +44 1234 56 78 90 or +44 1234 567 890; (Australia) +61 2 1234 5678.

Remember that toll-free (Freecall, Freephone) numbers are usually accessible only within the same country code. If you include a toll-free number, also include a regular number.

- Do not capitalize president, vice president, board of directors, etc.
- Abbreviations:
 - Horsepower—15-hp blower
 - Revolutions per minute—rpm
- Organs:
 - Möller—NOT Moller or Moeller (to generate ö, press <ALT>0246 on the numeric keypad, or <CTRL><SHIFT><COLON>, then the letter o)
 - Robert-Morton—NOT Robert Morton
 - Wurlitzer—NOT WurliTzer or Wurli
 - Composite—Wurlitzer/Kimball composite, not Wurliball or Kimbitzer; Wurlitzer/Robert-Morton composite, not WurliMorton
 - Opus 3367—NOT Opus No. 3367

- Kimballs do not have opus numbers. Use KPOnnnn (for “Kimball Pipe Organ”) instead.
- Organ stops and ranks—capitalize the initial letter: Tibia Clausa
- Word usage:
 - Through—NOT thru
 - Sing-along—NOT sing-a-long or singalong
 - Fundraising—NOT fund-raising
 - Post Horn—not Posthorn
 - “Theatre” is the standard spelling in our publication. However, when used as a proper noun, the spelling should match the name of the business or venue (i.e., *Paramount Theatre* in Denver, *Paramount Theater* in Charlottesville, Virginia; *Fox Theatre* in St. Louis, *Fox Theater* in Oakland).
- Localization:
 - Although ATOS and THEATRE ORGAN are US-based, we have many very active members and readers in other countries. For submissions from authors or correspondents outside the US, we will retain the idiomatic expressions, grammar, spelling, and punctuation rules of the country of origin. For example, if a Chapter News item from the UK references “Mr Jones”, it will not be changed to “Mr. Jones” for publication.
 - Please avoid slang or idiomatic expressions that may not be generally understood outside your local area. For example, an American reader would probably not know that a “zebra crossing” has nothing to do with striped animals, nor is a UK reader likely to readily grasp the meaning of “toad strangler” (an extremely heavy downpour of rain).
- Publication name—THEATRE ORGAN (in all capital letters, NOT italicized). Names of all other publications are in italics (i.e., *National Geographic*).