

VOICE BOX – Notes for contributors

Content

Voice Box is LABBS' mouth-piece to its members and to the rest of the barbershop world. Occasionally, a copy might also fall into the hands of someone who has never heard of barbershop. Please bear that in mind when sending in articles.

"Round the Clubs" and "Quartet Corner" articles

These articles are always welcome but the Editor receives several of these for every issue. Your article has more chance of inclusion if:

- a. the events described are recent and unusual.
- b. it is less than 350 words in length (about half an A4 page).
- c. you have included a clear photograph
- d. it is not an advert in disguise (see later section on Advertising).

"Contributions Wanted" articles

Each issue of Voice Box contains a list of "Contributions Wanted" and the number of responses received varies from issue to issue. If several people write in the Editor, in collaboration with the contributors, may combine pieces and edit them together.

These articles may range from 350 to 750 words and should be no more than a page and a half, including photographs.

Contact the Editor if there is a particular topic you would like to write or read about in future issues.

Reviews

Genuine and impartial reviews of barbershop CDs, DVDs and shows are welcome; likewise, reviews of mp3 players and recorders, books or DVDs relating to singing or barbershop in general. A word-count of around 350 words would be good. Supply a photo or scan the CD/DVD cover or ticket stub to add interest.

Letters to the Editor

Letters to the Editor are usually of a semi-personal nature and often include requests or personal comments. They are welcome but should be short (100-200 words max).

Fillers

'Fillers' are jokes, one-liners, quotations or cartoons that fill up the little spaces left when articles do not quite fit together on the page. These are welcome too.

Format

Send electronic copy in as plain a format as possible – as a .txt, or .doc or .docx file. The font used in Voice Box is Book Antiqua 9pt but you can use any font when you send the copy in.

It's not necessary to use double-spacing as all editing is done on-screen.

Paper copy is accepted but please get it to the Editor well before the deadline.

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Photographs

Digital

Resolution should be 200 dots per inch (dpi) or better.

As a rule of thumb, if the image file is less than about 350K in size it probably will not be clear enough to be included.

Please send images as individual image files rather than embedding them in Word documents.

If you use a software application to create/edit your photos please remember to save them in a standard format before you send them - .jpg for preference.

Paper

If you **mail in** paper photos allow plenty of time before the deadline as they have to be processed for printing.

You can 'crop' simply by drawing on the photo, masking it with a paper frame, or by describing what you want in a note – e.g. "Here's a photo of our Chairman as mentioned in the article, will you just put her head and shoulders in please?"

If you send a stamped, self-addressed envelope the photo will be returned to you.

Spelling and Grammar

Copy is proof-read before it goes to the printer but mistakes creep in. Please check for errors yourself before you send in your article, being particularly careful with place names and personal names.

The over-use of exclamation marks and capital letters.....not to mention strings of full stops.....to express AMAZING things is a bit informal for Voice Box!!!!!!!!!!!!

This conversational style is fine in a personal letter, an email or a blog, but Voice Box is none of these. If you **have** to use an exclamation mark use one! Singular! And do not be surprised if it disappears by the time it gets into print because your current editor just hates them....!!!!!!!!!!!!!!

Advertising

Rates are £10 for a small advert, £15 for a quarter page, £25 for a half page and £50 for a full page.

Adverts designed to recruit Musical Directors are free, as are **official** BABS adverts.

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Payment must be sent with the copy. If the cheque is not received before the deadline the advert will **not** appear.

Contacting the editor

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Surrey
KT12 2LR

email: labbseditor@googlemail.com
Phone: 01932 227239

You should always get a response to your email. If you do not please send another – there is a chance your first mail got stuck in a spam filter.

If all else fails, contact Guildford Harmony and they will pass the message on.

Deadlines

Last Friday in January (for early March issue)
Last Friday in April (for early June issue)
Last Friday in July (for Sept issue)
Friday after Convention (appears December)

Yes, that last one is tight: if you win a medal be ready with an article!

Distribution

Voice Box is distributed directly by the printer using address labels provided by LABBS. Every effort is made to ensure that the right people are sent the correct number of copies for their club but occasionally things go wrong.

You should get a copy of Voice Box four times per year, in mid-March, mid-June, mid-September and just before Christmas. If you don't get a copy, check with your Club Secretary, then ask your Club Secretary to contact the LABBS Membership Secretary.