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Please avoid embedding graphic images or photographs within your text. Send them as separate JPEG or TIFF files.

An e-template is available.

SEAFARING TERMINOLOGY

"I name this ship ****, may god bless her and all who sail in her". We prefer to refer to a ship as ‘she’ and not as ‘it’.

NAVAL MEETING AND NAVAL ESSAY

WARSHIPS through the Society’s Naval Committee sponsors the annual Naval Meeting that presents The D K Brown lecture. The Committee also annually sponsors an award of the The J J Colledge Naval Essay.

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We do reserve the right to edit contributions.

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For presentational consistence here is some basic guidance …

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**SPELLING**

English and American spelling and dates are both accepted.

**CAPITALS**

Initial capitals for words should be used as little as possible. Use capitals for the first letter in every sentence and the first initial letters in all proper nouns. An initial capital should not be used for a ship or equipment type, eg, frigate, submarine, missile system

**ABBREVIATIONS AND TERMINOLOGY**

Abbreviations and contractions can be useful in shortening text and to avoid the tedious repetition of an expression in full, in tabular matter and in references. You must tell your reader what you are referring to. When an abbreviation appears for the first time you must spell it out in full with the abbreviation in brackets. We do not use full stops or spaces in abbreviations and acronyms, eg, HMS, HMAS, RMAS, SSBN, USS, and WSS.

Convoy numbers, eg, HX10 and Pennant numbers, eg, A109 – here the preference is to write without a word space.

**SHIP NAMES**

Ship names always appear in CAPITALS. Where appropriate ship names should always be prefixed, eg, USS, HMS, HMAS, ORP, USCG.

The convention for U-boat numbers is U 47 – we put a word space between the prefix U and the number – not a full stop. Names should never be underlined.

**USE OF NUMBERS**

The convention is that numbers are written as digits, unless they are less than 10. A sentence should not begin with digits. Digits should be used for measurements and weight. We do use the English style for numbers greater than one thousand, eg, 1,500 tons. We avoid the use of Roman numerals, however, U-boat types should appear as Roman numerals, eg, type VIIC/41, type IX.

**PHOTOGRAPHS + ILLUSTRATIONS**

If supplying photographs please identify the ships(s) and class(es). In-depth captions of the pictures are particularly useful and those with close detail are invaluable to model makers. If supplying line illustrations, graphs, charts please ensure they are clear and readable.

**GENERAL COMMENT**

You can use bulleted or numbered lists in the standard (●) (1).

Avoid the use of footnotes – please use endnotes.

Your sources are a list of books, articles, or websites that are mentioned or used in the article. Your bibliography is a list of books, articles or websites on the same subject.

References in the text should appear as (Adams WS 141) and listed at the end of the article, for example: Adams, T A. Defensively equipped merchant ships, Part two. Warships 141, pp25 – 42.