

Tournaments Illuminated

EDITORIAL POLICY

The following types of material may be accepted for publication in *TI* :

ANNOUNCEMENTS by the SCA board of directors and its corporate officers. All SCA corporate materials are published just as received. *TI* prints any material given to the editor by the board of directors or the corporate officers: policies, requests for information, public service announcements, and so forth. Corporate material is edited only for grammar and style.

ORIGINAL RESEARCH on re-creation, re-enactment, and reconstructive archaeology of the Society's period of focus. Such research should be of wide interest to the membership, factually accurate, and not likely to be published elsewhere. Examples include how-to-make-a-medieval-thing articles and translations of Society period original texts. (Most *TI* articles fall into this category.)

ARTICLES that educate the membership about medieval and Renaissance life and culture, including discussions of various aspects of medieval life and culture, book reviews, and general articles on sources and how to do research. *TI* prefers material that helps readers to educate themselves, not "term paper" type articles based solely on readily available secondary sources.

ESSAYS on the practical problems and philosophy of medieval- and Renaissance-era re-creation and re-enactment and the activities of the Society. Examples include essays and articles on how to improve our events and other activities. Essays must show the Society from a positive point of view, and criticism must be constructive.

ADVERTISEMENTS for books, supplies, and sources of information for use in the Society's activities. Advertisements are offered largely as a service to the members. We prefer ads for goods and services that are educational, that are useful in the Society's re-creation activities, or that have unique value to the members of the Society. We do not print ads for contemporary fiction, for role-playing or wargames, or for goods and services that are fantasy-oriented. Because we charge for advertising space, we do not print free ads for newsletters or events, requests for information, or announcements from the membership. (Of course, if you want to publish a change-of-address notice in the Village Green advertising section, you are welcome to do so!)

LETTERS TO THE EDITOR that are legitimate and unsolicited from individuals commenting on editorial matters affecting *TI*, especially those correcting factual errors, and on topics of general interest within the Society, will be published as space permits. Letters to the editor may address not only editorial matters affecting *TI*, but also issues of general interest to the Society, provided that they show the Society in a positive light and are constructive in intention. Letters to the editor are not assured publication, though they may be answered under separate cover.

Letters chosen for publication may be edited or excerpted, and must include the author's Society and legal names, address, and telephone number. If submitting via e-mail for publication, "Letter to the Editor" must appear in the subject line, otherwise the communication will be considered private correspondence.

ADDITIONAL MATERIALS that entertain and educate the membership, such as poetry, cartoons and artwork, as space permits.

Finally, there are some things that *Tournaments Illuminated* will not print. These include:

- contemporary fiction (including persona stories, but not including translations from Society period literature);
- material that is commonly recognized as offensive (containing negative racial or religious stereotypes, for example);
- material that is factually inaccurate.

In addition: while material on potentially controversial topics such as sexuality or religion may be printed, such material must be handled with courtesy, fairness and tolerance, keeping in mind the diversity of the membership. The readership is considered to be 14 years and older.

NINE QUESTIONS FOR AUTHORS

Most *TI* articles focus on original research on the re-creation, re-enactment, and reconstructive archaeology of the Society's period of focus. Such research should be of wide interest to the membership, factually accurate, and not likely to be published elsewhere. Examples include how-to-make-a-medieval-thing articles and translations of Society period texts. Refer to *TI*'s editorial policy for other examples of the kinds of material that may be published in *TI*.

Before you set out to write an article for *TI*, here are nine questions to ask yourself:

1. ***Is this a topic that is within our Society's period of focus?*** The Society's "period" is defined to be Western civilization before 1600 CE.
2. ***Is the topic of interest to many readers?*** This might be a bit tougher to judge. As an example, a review of a book that is that is well-researched and interestingly written will be of wider interest than a review of a book that is only mediocre.
3. ***Has the topic been covered recently?*** An article on a topic that hasn't been covered in the past five years (or so) is more likely to be published than an article on a topic that has. If in doubt, check the online index (www.sca.org/ti/issue.html).
4. ***Are sources cited?*** A bibliography is important whenever historical facts are being cited. As published this is limited to 240 words, but authors are encouraged to list an e-mail contact if they would like to share a longer bibliography with interested readers. While primary sources aren't strictly required, going "right to the source" can sometimes lend legitimacy to your research.
5. ***Does the article have a practical focus?*** The Society is all about active, hands-on learning and participation. Readers want to know not only the history behind the use of some "medieval thing" or medieval practice, but also how they can "make the medieval thing" or recreate the medieval practice themselves. This should in no way imply that only "how to" articles will be accepted for publication; articles that educate the membership about medieval and Renaissance life and culture (including discussions of various aspects of medieval life and culture, relevant book reviews, and general articles on sources and how to do research) are also of wide interest.
6. ***Are there clear instructions that readers can follow to "make the medieval thing"?*** Ask a friend who is not an expert in the field you are writing about to read your "how to" instructions. Can a novice follow along? Remember that written instructions are easier to follow when accompanied by illustrations or photographs. In addition, we can't reprint illustrations from published sources without permission from the publisher, which can be difficult to get, but you can certainly cite them.
7. ***Is the information factually accurate?*** Ask a friend who is an expert in the field you are writing about to review your article.
8. ***Is the article a good length for TI?*** Check page 4 for article lengths. Longer articles may be better suited to become an issue of *The Compleat Anachronist*.
9. ***If illustrations are included, do you have permission to use them?*** *TI* encourages authors to submit either their own drawings or photographs or those of artists specially commissioned for your article (please have these gentles fill out a release form as well and include it when you send your submission, so that they may be properly credited). Copyright-free illustrations are also permissible, so long as you credit the source. If you as an author are able to acquire permission to use copyrighted material, please make sure we have a copy of the permission for our files. Regardless of what some will tell you, artwork from published books is rarely copyright-free, even when it consists of depictions of Society period artwork.

SUBMISSION GUIDELINES

FEATURE ARTICLES

- Article Length: 2200-2400 words (approximately 4 pages published) with one to three pieces of art (diagrams/photos/drawings) per page. While authors are encouraged to submit accompanying artwork, articles may be supplied without art.
- Title of article: 25 CHARACTERS or less.
- Subhead: Optional.
- Introduction: 80 words or less.
- Side-bars: Optional. Side-bars are in essence side notes of interest. While the article will stand without them, they can add another layer of depth. They are defined as *a typographically distinct section of a page that amplifies or highlights the main text*. Try to include no more than three or four of 100 words or less per article (and know that they are considered part of the total word count).
- Citations: We use Modern Library Association (MLA) 7 in-text citation format (owl.english.purdue.edu/owl/resource/557/01/ can be of assistance).

A direct quote (or a closely-paraphrased idea) must be followed by a parenthetical citation containing the author's last name followed by a space and then the page number(s).

Sample:

Crusaders were characterized by “a fervent need” (Adamson 39).

- Bibliographies: The bibliography must be MLA 7 format (www.easybib.com can be of assistance). It may be up to 240 words, but must be no more than 10% of the article length. (Example: If an article is 1700 words, the bibliography would be limited to no more than 170 words.) Authors can provide longer bibliographies to the editor and the corporate office will send them out upon reader request.

ANACHRONIST'S BOOKSHELF

- Book Review Length: Approximately 500 words excluding book title, author, and ISBN, and should be both professional and courteous. A suggested basic format for reviewing a historical book is:

Paragraph 1:	Short summary
Paragraph 2:	About the author; relate book to other books on topic (if applicable)
Paragraphs 3 and 4:	More detailed summary
Paragraph 5:	Evaluation
Paragraph 6:	Critique of thesis (if applicable)
Paragraph 7:	Conclusion, including suggestion of who would be interested in book

KINGDOM NEWS

- Please contact the editor for a style sheet.

MEDIEVAL DESTINATIONS

- Column Length: Approximately 300 words.
- Photographs (required): 2 to 4. See “For Photographers” on page 4.

MERRY TALES

- Length: Approximately 700 words of humorous and positive essays or light satire about SCA life.

SHORTS

- Short articles and squibs (100 to 250 words) such as trivia, “did you know”, etc. Additionally, if in the past you have written an article that could benefit from an update with current research and discoveries, this would be a great way to follow-up.

WHO NEEDS A BIOGRAPHY?

Biographies are printed for authors, artists and photographers, and may be up to 100 words for both modern and SCA personas. Titles are not used in front of SCA names, but SCA-wide titles may be included in parenthesis after.

Sample:

Mary Beth Jones is a heavy equipment driver for the county of Brkljdfasljkj, and lives with her three boys and two dogs. She is also a published author.

Kathryn Grace (OP) is a bard of the 12th C, and serves as the chatelaine for the Kingdom of Jklsdjfkl. She has an abiding love for the brewing arts, and is renowned for her cherry cordial.

SUBMISSION GUIDELINES (continued)

POLICIES AND STYLE FORMAT FOR ALL SUBMISSIONS

- All appropriate publication release forms must be completed for authors, artists, photographers and models. An article is not considered actually in submission until these have been received. They may be mailed or e-mailed to the editor with the submission.
Policy on Model Release Forms: Any identifiable people in the photographs must give permission for their use in *TI* by filling out and signing a Model Release Form. Model Release Forms are not required for shots of objects, close-up shots of body parts (such as hands) in which the person is not identifiable, crowd shots in which individual faces are not readily discernable, or pictures of current reigning royalty. General guideline: if the facial features are clear enough to identify an individual, that person needs to sign a release form.
- BCE and CE (without periods) will be used in place of B.C. and A.D. Note from the *Associated Press Stylebook*: “If A.D. is not specified with a year, the year is presumed to be A.D.” We will accept the same standard for *TI* in relationship to CE.
- When used with a number, century is referenced as C (14th century becomes 14th C).
- Whole numbers below 10 are spelled out. For whole numbers 10 and above, use figures. (Example: They had three hats in their pavilion, but there were 23 on-site.) The exception is how-to directions and measurements.
- Articles cannot be comprised of more than 15% (10% is preferred) of quoted material from all sources combined. For example, if an article is 2400 words, the word count of quoted material cannot exceed 360 words of the total article length.
- Movie references are disallowed, in both article text and bibliographies. References may be permitted in reviews.
- E-mail always has a hyphen.
- The word “mundane” is disallowed (as used when referring to something not of the SCA; “modern” is used commonly).
- The stand-alone word “period” is disallowed (“it happened in period”); replacements (in preferred order): between specific stated years (“it happened between 1200 and 1380”) or naming the specific historical period (“it happened during the Middle Ages”).
- SCA vs. Society: “SCA” and “Society” should be used equally in articles (“in our SCA setting”; “in our Society setting”).
- Modern names are listed first, and SCA names second.
- Kingdom should be capitalized in formal usage (Kingdom of Caid; West Kingdom) or in usages where “Kingdom” is understood to be short for “Kingdom of (specific kingdom here)”. In general usage the word should appear in lower case (example: kingdom law, kingdom level event, artisans of the kingdom).
- Titles of Office and Nobility: For titles of office, a note from the *AP Stylebook*: “In general, confine capitalization to formal titles used directly before a person’s name.” We will accept the same standard for *TI* in relationship to titles of office and nobility (example: Trimarís Kingdom Seneschal John the Smith). On a practical basis, general usage including jobs by description (example: all kingdom seneschals, any territorial marshal, each baron and baroness or your local herald) should appear in lower case. For the nobility: king, queen, prince, baroness and so on should be capitalized in use before given names (example: King John, Baroness Anne). Territorial barons and baronesses are “Baron/ess of (Branch Name)”.

SUBMISSION GUIDELINES (continued)

SUBMITTING ARTICLES

- E-mail submissions may be made to the editor, but a hard copy of the article also must still be sent. You may also submit files on CD. *TI* accepts files in AppleWorks 6, Microsoft Word, Rich Text Format, and ASCII text. Don't use automatic bullets, tables, or other formatting features, and don't embed any graphics or photographs in the word processing files.
- All graphics must be e-mailed as separate attachments (see "Submitting Artwork or Photographs" below). More detailed guidelines for electronic artwork are available upon request. If the graphics placement is critical, you might like to supply a PDF showing the preferred placement of graphics or photographs.
- Mail a clear, typed or laser-printed copy of your article including graphics to the editor. Please resist the temptation to print your submission in an "interesting" typeface. Print on one side of the page only, and do not staple the pages together.

SUBMITTING ARTWORK OR PHOTOGRAPHS

- ALL IMAGES: Please indicate the source of any illustrations which have been previously published. As with text submissions, please include a hard copy. This serves as a backup in case there is any file damage so we have a reference for what your illustration should look like.
- DIGITAL: Artwork and photographs in digital format must be submitted as individual files. *Do not place or embed the image file within another document.* We can accept a variety of formats. Our preferred formats are TIFF and EPS. JPG files can be used as long as the file is high resolution (300 dpi) and the compression is set for high quality. JPG files use a lossy compression, so the smaller you make your image the more damaged it becomes.

Please note that for digital photographs, we need a 300 dpi image at a minimum of 2.5" wide. For many cameras, this means that the image needs to be a minimum of 10.5" wide (at low resolution or 72 dpi).

Also note that cameras with macro functions are especially good for close up photographs of small images (jewelry, details, hands, etc.)
- PHYSICAL: Artwork and photographs can be mailed to the editor. Please insure as you deem necessary. Artwork should be submitted in dense, black ink on opaque white paper. Clear photocopies of original material are also acceptable. A page size of 8.5"x11" is ideal.

WHERE TO SUBMIT

Tournaments Illuminated
Dar'C O'Neal, Editor
22333 Harbor Ridge Ln. #5
Torrance, CA 90502
tieditor@sca.org

YOUR ARTICLE IN SUBMISSION

Once an article is submitted with the appropriate publication releases, it is processed and receives an article number for tracking purposes. It is then either sent on to the Review Panel Coordinator or to the corresponding Society officer for review. Once the reviewers are finished, the coordinator returns it to the editor, and a letter containing relevant reviewer questions and commentary is composed and sent back to the author. After the author reviews the review and makes any necessary changes, the article is returned to the editor. At this point, there may be other interim stops (a fair use test, referral back to a reviewer, etc.) and then it is on to the copy editor, and finally back to the editor. Obviously, the process can and does take months to complete. If you haven't heard back in a while, please e-mail the editor (using your tracking number) and she will check on the article status.