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 bibiography 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

•Average Submission Length: 2200-3500 words (approximately four to seven pages published), though feature submissions of lesser or greater length will be considered on a case-by-case basis. (Authors of potential submissions that approach or exceed 10,000 words in length should consider sending a submission proposal to the editor of *Compleat Anachronist* at caeditor@sca.org.) Ideally, submissions will be accompanied by from one to three illustrations (diagrams/photos/drawings) per page. While authors are encouraged to submit accompanying artwork, submissions may be supplied without art.

• Title of article: 25 CHARACTERS or less.

• Subhead: Optional.

• Introduction: 80 words or less.

• Side-bars: Optional. Side-bars, in essence, are 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. Sidebar content is included in the total submission word count.

• Citations: TI uses 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) of the cited material.

Sample:

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

• Bibliographies: TI article bibliographies must be MLA 7 format -- www.easybib.com can be of assistance -- and limited to no more than 10% of the article length. Example: For a submission of 1700 words, the bibliography would be limited to no more than 170 words. When a bibliography to be printed exceeds the allowed length, a condensed bibliography will be published with the article, highlighting sources cited in the article. The full-length bibliography will be sent to the SCA corporate office, which will provide it to TI readers upon request. A note will accompany the article in TI, indicating that the full bibliography may be requested from the corporate office

ANACHRONIST'S BOOKSHELF and ANACHRONIST'S BOOKSHELF: LIBRARY PILLARS

TI accepts reviews of both non-fiction and fiction books of interest and use to Society participants. Works of fiction may be speculative or contain elements of fantasy, so long as the story is set in or relates specifically to the pre-17th C Knowne World that is the Society's study focus. For Anachronist's Bookshelf, works should be no more than five years old and currently in print. For Library Pillars, a book may be of any vintage, but should be a seminal or foundational work in its area of focus, of interest and use to Society participants today, and either currently in print or otherwise easily accessible to a majority of interested readers. Additionally, a Library Pillars review should specify why the work still has value and deserves a place in the library of a current SCA participant. If you are unsure whether a book is suitable for review in TI, please ask the editor at tieditor@sca.org.

• Required information: Book title, author, publisher, ISBN, year of publication, price. If appropriate, availablity of electronic versions and/or print-on-demand may be noted. Reviewers are encouraged to include a quotation from the work with their review; please note the page location of the quote.

• 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 the book

ANACHRONIST'S AUDIO-VISUAL SHELF
TI accepts reviews of media presentations, including but not limited to DVDs or video streaming, of historical documentary material on pre-17th C life and culture, or performances of pre-17th C source material, of interest and use to Society participants. Presentations should have been released within the last five years and easily accessible to a majority of interested viewers. If you are unsure whether an item is suitable for review in TI, please ask the editor at tieditor@sca.org.
•Required information: Presentation title, releasing company or producing entity, copyright year, price.
•Review length: Approximately 500 words, and should be both professional and courteous.
As appropriate, audio-visual reviews might include but are not limited to the following points:
Background on the historical matter covered, and on those involved in presenting the material; details of historical sources used in the presentation; as appropriate, any details on how or why the presentation was created.
General overview of the presentation
Any points of particular interest to Society participants (examples: a Shakespeare play performed with Elizabethan era pronunciation; Chaucer verse performed in Middle English)
Presence or availability of subtitles or translations
Relate to similar media presentations (if applicable)
Conclusion, including suggestion of who would be interested in the presentation

DISGUISES
"Disguises" is an article designation for material that relates methods by which modern items used at Society events may be hidden or camouflaged as pre-17th C artifacts, or otherwise made to seem other than strictly modern. Previously-published "Disguises" examples include a wooden tourney chest built and fitted to house a plastic cooler (TI #165, 1st Quarter 2008) and a spat-like shoe cover that mimics the appearance of the 9th C Oseberg boot, built to be worn on the list field over a modern combat- or motorcycle-style boot (TI #187, 3rd Quarter 2013).
• Submission length: 1000-3500 words (approximately two to seven pages published); shorter or longer submissions will be considered on a case-by-case basis.
• Illustrations: Ideally, "Disguises" submissions will be accompanied by from one to three illustrations (diagrams/photos/drawings) per page. Illustrations should include any necessary construction diagrams as well as images of disguise construction in progress, including "before" and "after" images of the camouflaged item, as appropriate.

EVENT REPORT
TI welcomes reports on major events held, especially those occurring over multiple days and those which are inter-kingdom. If you are unsure whether an event qualifies as the subject of an event report, please ask the editor at tieditor@sca.org.
• Length: Approximately 700 - 1500 words. Required information: Date/s of the event; city in which it took place; number of attendees (an approximate count will do); number of merchants (if applicable).
• Suggested report content: An overview of the event, including coverage of activities: martial, equestrian, archery and Arts and Sciences, including classes, workshops and competitions offered. Site description, including natural features as appropriate. Also appropriate are happenings of particular importance or widespread interest, for example the results of competition for royal or regional championships or the results of on-site competitions.
• Requested photographs: The event site token, if there is one, including a photo of each side, if the two are different. Two to four other images illustrating major combat, classes, or other activities of interest, including features or occurrences that are a signature of the event.

KINGDOM NEWS • Kingdom seneschals please contact the editor at tieditor@sca.org for a style sheet.

LECTURE NOTES

TI accepts write-ups of lecture presentations on topics of interest to Society participants, including but not limited to those with a focus on pre-17th C history and historical research and redaction, and aspects of pre-17th C life and culture. If you are unsure whether a lecture is suitable for write-up in TI, please ask the editor at tieditor@sca.org.
• Required information: Lecture title, name of lecturer, presentation location, date.
• Length: Approximately 500 words and should be both professional and courteous.

MEDIEVAL DESTINATIONS

• Column Length: Approximately 300 words.
• Required photographs: Two to four, including, if practical, a horizontally-oriented overview image of the featured area skyline or of a principal structure, whichever most applies. See "Submitting Photographs" on page 5 of the guidelines.
Candidate locations for Medieval Destinations may be entire cities or specific individual structures but must have documented beginnings in Society period. Good candidate locations will have a majority of surviving pre-17th C features, the more the better. If you are unsure whether a specific location already has been covered for this column, please ask the editor at tieditor@sca.org.

MERRY TALES

Humorous and positive essays or light satire about SCA life.
• Length: Approximately 700 words.

POETRY

TI accepts two types of poetry-related submissions.
• Scholarly works on poetic forms from Society period: These should include a history of the featured form and an analysis of style and construction. Specific historical examples may be quoted so long as the total amount of quoted material falls within TI guidelines (see Policies For All Submissions, "Attributed or Quoted Material"). Quoted material must be properly cited, and an MLA 7 bibliography must be included (see the Bibliography notes under Feature Articles).
• Original poetry written by Society participants on Society-related subjects: Submissions related to or commemorating specific Society events and happenings are welcome. Use of Society period poetic forms is encouraged and valued, but not required. An accompanying text entry of 100-300 words is requested, providing background on the poem subject or the circumstances of poem creation and any other points of interest, such as note of any Society period poetic form used.
 • Length: For scholarly article submissions, standard feature length guidelines apply. For original poetry, length limits are difficult to specify since potential published length is much affected by page layout, and poem layouts will vary widely according to piece length and poetic form. Original poetry submissions will be limited to an overall length equivalent to no more than two TI pages for the poem and its accompanying text.

WEBSITE OF WORTH

TI accepts reviews of websites of interest and use to Society participants, including but not limited to sites with a focus on pre-17th C history and historical research and redaction, and aspects of pre-17th C life and culture. Websites must be operative at time of review submission. If you are unsure whether a website is suitable for review in TI, please ask the editor at tieditor@sca.org.
Website Review Length: Approximately 500 words, and should be both professional and courteous.
As appropriate, website reviews might include but are not limited to the following points:
Short history or background of the site or its sponsoring organization
Details of site access (is membership or a subscription required?)
Description of the site and general overview of contents
Strong points (and / or possible weak points) of site content
Details of special features or content likely to be of particular interest to SCA participants
Ease of site navigation, including strong points (and / or possible weak points) of site construction

Relate to other similar websites (if applicable)
Conclusion, including suggestion of who would be interested in the website

SHORTS
• Brief fillers and squibs (100 to 500 words) such as trivia, "Did you know", etc. Additionally, if
in the past you have written an article for TI 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. We ask for two, one for your modern self
and one for your SCA persona, 100-110 words total, divided as you like between the two. They may be
as straightforward or as whimsical as you prefer. Contributors' personal websites or blog addresses may
be included if desired but are not required. Titles are not used before SCA names, but SCA-wide titles
(Duke/Duchess, Count/ess, Viscount/ess, KSCA, OL, OP, GOA/THL, Baron/ess, AOA) may be included
in parenthesis after.

Sample:
Mary Beth Jones is a heavy equipment driver for the county of Brkljdfaslkj, 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.

POLICIES FOR ALL SUBMISSIONS

• ATTRIBUTED OR QUOTED MATERIAL: The total amount of attributed or quoted material in an article
must be no more than 15% (10% is preferred) of article length from all sources combined. (For example:
in an article of 2400 words, the total amount of all attributed or quoted material must not exceed 360
words.) When including a featured quote as part of a book review, the page number (location of the
quoted material) must be specified.

• SOURCES: Wikipedia entry citations must be supplemented by additional reference sources. Non-
documentary films are not considered factual sources and are disallowed from bibliographies.

• NAME ORDER: When listing TI contributors or identifying individuals in article text, modern names are
listed first and SCA names second.

• RELEASE FORMS
• All appropriate publication release forms must be completed for authors, artists, photographers
and models. A proposed 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. Fillable PDF versions of the forms that
work with a digital signature and may be filled out, signed and submitted on line are available elsewhere
on the TI webpages. Scans of completed and signed hard-copy release forms also may be submitted as
e-mail attachments.
• All images must be accompanied by a completed publication release form from the creator of the image,
whether photograph, drawing or chart. A Wikimedia Commons license is not considered sufficient
permission to publish in TI.
•*Policy on Model Release Forms:* Any individuals appearing in photographs submitted for purposes of
illustration must give permission for their image to appear 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, shots of individuals in which the face is not visible (such as
rear views, or images in which a subject's helm visor is down or fencing helmet is on) or crowd or
distance shots in which individual faces are not readily discernible. General guideline: if the facial features
are clear enough to identify an individual, that person needs to sign a model release form.

TI STYLEBOOK
Generally speaking, TI follows the *Associated Press Stylebook*. Some TI-specific notes:
• A.D. AND B.C.: This style of reference is disallowed. The form to be used is Common Era and Before Common Era, abbreviated CE and BCE, without periods. 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.
• CAPITALIZATION: "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 (kingdom name)".
In general usage the word should appear in lower case (example: "kingdom law", "kingdom-level event", "artisans of the kingdom"). The same usage standards will apply to "principality", "barony", "shire", "college", "canton" and other Society terms for geo-political units. 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: "Trimaris 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: titles such as king, queen, prince, baroness and so on should be capitalized when used before given names (example: "King John", "Baroness Anne"). Sitting territorial barons and baronesses are "Baron/ess of (Branch Name)".
• CENTURY: When used with a number, century is referenced as C, without a period. Numerals should be used, not written out ("Fourteenth century" becomes "14th C").
• E-MAIL: The written form always has a hyphen: "e-mail".
• MEASUREMENTS: Measurements should be given in both US and metric equivalents. Temperatures should be given in both Fahrenheit and Celsius. The alternate measurement should appear next to the original, in parentheses. Example: "15 miles (24 km)"; "9 yards (8.22 mi)"; "450 degrees F (232 C)".
• "MUNDANE": The word "mundane" is disallowed as used when referring to something not of the SCA; "modern" is preferred.
• NUMBERS: Whole numbers below 10 are spelled out. For whole numbers 10 and above, use numerals. (Example: "They had three hats in their pavilion, but there were 23 on-site.") Exceptions: Century references use numerals even when the number is below 10 (example: "7th C"). Also, in how-to directions and measurements, numerals should be used, not spelled out (example: "2/3 cup", not "two-thirds of a cup", "use 6 rivets", not "use six rivets").
• PARENTHESES: Parentheses are used with citations and measurements only. Any other uses of parentheses in submissions will be replaced with pairs of commas, double dashes or other punctuation as appropriate.
• "PERIOD": The word "period" is disallowed when standing alone ("it happened in period"); it must always be qualified. Alternate forms of reference (in preferred order): between specific stated years ("it happened between 1200 and 1380 CE") or using the name of a specific historical period ("it happened during the Middle Ages"; "it happened throughout the Classical period."). When referring to the Society's specific pre-17th C focus, the phrase "Society period" may be used.
• "SCA" VS. "SOCIETY": "SCA" and "Society" should be used equally in article text ("in our SCA setting"; "in our Society setting"). Preferred forms of reference for participants are "Society member" or "SCA participant", rather than "Scadian".

SUBMITTING PROPOSED 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.

YOUR ARTICLE IN SUBMISSION
Once a proposed article is submitted with the appropriate publication releases, it is processed and receives an individual ID 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 commentary 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 he will check on the article status.