

NOTES FOR SUBMISSION OF BRANCH REPORTS TO SRP NEWS

COPY DATES: These are 1st January, 1st April, 1st July and 1st October.

Unfortunately these dates are some two months before the Magazine is published, so when writing your report you should bear this in mind, i.e. don't say you're "looking forward" to something that will be history by the time the Magazine appears. Try to avoid saying "at the time of writing" - most playing days and other special events are planned far enough ahead for you to be able to include details in the issue that appears before the event - essential if you want to attract players from other branches. Entries for the Checklist of Courses should be sent to the Secretary, Bob Whitmarsh.

It is important that you send your contributions to me, and not to the Magazine's Editor, Helen Shabetai, or to the publisher, Peacock Press. You might be tempted to by-pass me if you think you've missed the deadline, but Helen and Peacock Press will send your piece straight back to me, with the result that it will then definitely be too late. If in doubt phone or email me - I can sometimes fit in a late contribution if I know it's coming.

CONTRIBUTIONS: If you want to submit a report for every issue that's fine, but please keep it short (120 words maximum). In general we prefer branches to report on special events or projects, rather than on routine branch meetings, and reports on special events can run to greater length. It would be good to hear from each branch at least once a year - I can accommodate longer reports from less frequent contributors. However, please note that the Autumn issue (copy date 1st July) usually carries reports of the Festival and Conference, so space for branch news is limited. I prefer reports to be typed and sent by email, as this means that I don't have to re-type them. If sending by post, please make allowance for possible delays.

I have no objection to hand-written contributions, provided they are legible! However, it would be helpful if you would print names in block capitals.

E-mailers please note: 1. You should send all material as **PLAIN TEXT**. I do not use Word, and although I can decipher Word documents it is unnecessarily time-consuming. 2. Because of the occasional unreliability of email I acknowledge all contributions: if you have not heard from me within 48 hours of sending please try again and/or phone me. 3. I check emails at 6 p.m. on the copy date so make sure your report arrives by then.

SPOTLIGHT: Occasionally we have a longer feature on a branch, with photographs. If you would like your branch to be featured please contact me. Ideally there should be a "peg to hang it on", i.e. a significant anniversary or a special event.

PHOTOGRAPHS: We don't often have room for photographs; however, if you have a photo which is of special interest by all means submit it but please make sure it is of good quality - in focus and with correct exposure. If you want to send a photo in electronic form, please send as jpg. And please don't email me a huge portfolio - I don't have broadband (suggest maximum 100 kilobytes).

I look forward to hearing from you.

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