



Contributors' Guidelines

Our team of editors has the responsibility to produce a Nastawgan issue that is informative, entertaining, and of high quality, four times a year. To accomplish this, the editors need the contributors to present their material in such a way that we will require a minimum of time and effort to prepare your article for publication. These guidelines suggest how contributors can help ease this task.

Many ask what our deadlines are:

Nastawgan Production Schedule				
Target dates	Collect & Editing	Sending to Layout	Proof to Printer	Mail Out
Spring	Jan	Feb	by Feb 28	Mid March
Summer	April	May	by May 30	Mid June
Fall	July	Aug	by Aug 31	Mid Sept
Winter	Oct	Nov	by Nov 30	Mid Dec?

Nastawgan's editors attempt to monitor the frequency in which articles about a river, or idea, are published. Some rivers are paddled frequently (example the Bloodvein), yet our readership is looking for original content. For this reason, if you write an article and spend hours on it to make it great, you cannot expect it to be automatically published when you submit your 'newborn child' to us. We suggest, then, that if you have an article idea and wish to hear from us whether it would be suitable, please contact us. We welcome you emailing a paragraph or two on your story idea to: imiller8848@gmail.com.

References: Oxford Canadian Dictionary
The Canadian Style –<https://publications.gc.ca/site/eng/9.646585/publication.html>

We are generally flexible as to writing styles. Generally, we follow British spelling and writing rules. Above all be consistent in your article. It is best to turn off all automatic formatting and styling features in your computer/word processor.

If you have any questions, please contact the editor-in-chief at the above email.

SUBJECT MATTER

Anything that would be of interest to canoeists who enjoy wilderness trips as well other related outdoor adventures: articles, trip reports, diaries, personal reflections and experiences, environmental issues within the scope of canoeing concerns, news items, products-and-services information, letters to the editor, viewpoints, opinions, reviews of books and other publications, anecdotes, recipes, poetry, jokes, photographs, sketches, cartoons, etc.

CONTENT, STYLE, GRAMMAR, PUNCTUATION, ETC.

- Build your story around the answers to the following keywords: what, where,
- Especially in the case of remote, seldom- or never-written-about rivers,



<p>when, why, who, how. Try to tell the story in a logical sequence; do not ramble.</p> <ul style="list-style-type: none">• For those of you writing about a trip you undertook, remember that you write for people who have not been on your trip but would like to read your story about it. They are not particularly interested in personal opinions about your fellow participants, or in-jokes that are funny only to you and your trip-mates.• Use the technique of day-to-day diaries <u>only when it makes good sense to do so</u>. Do not give unnecessary information on what you ate each meal, what time in the morning you got up, and similar trivia. These items may have a place in your personal diary but are of limited use in a story written for outsiders. Stick to relevant information.	<p>give information on logistics: how to access the put-in point, and how taking-out is organized, who you used as a shuttle service, or even which float plane company you used.</p> <ul style="list-style-type: none">• Be very critical of what you produce. Put it aside for some time, then study it again and rewrite. Then rewrite it again. <i>The secret to good writing is rewriting.</i>• Use the metric system of measurements as much as possible. If necessary, the imperial system can also be used. Do not mix both systems in the same story.• Try to follow the rules of writing good English to the best of your abilities. But don't worry about this too much, otherwise the editors will have little to do and consequently feel unwanted and even rejected.
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ACCURACY

Be sure that all facts such as names, dates, phone numbers, addresses, map information, photograph captions, etc., are correct. This is very important! Triple-check! Begin your article with the name(s) of who wrote it, and who supplied the photos!!

LENGTH OF TEXT

The maximum word count of major articles (which need up to 11 pages in *Nastawgan*, including illustrations) is approximately 5,000 words. Avoid anything longer than that, except in very special cases (but then, contact the editor first). Medium-length articles have about 3,000 words maximum; short articles, 1,000 words maximum. One full page of text in *Nastawgan* contains approximately 1,100 words.

ILLUSTRATIONS

<p><u>Photographs</u> are very important in <i>Nastawgan</i>. They should preferably be sharp and correctly exposed. Try to avoid dark and high-contrast pictures. Provide captions for the photographs; write these in a separate file, or piece of paper.</p> <p><u>Drawings</u> of relevant subjects are welcome to illustrate articles or to use as general fillers.</p>	<p><u>Maps</u> are required to explain the location of trips, especially in lesser-known areas. They should be clear with all the necessary information included: names, compass orientation, distance scale, and direction of river current (if not evident). Clear copies of existing maps can be used. If helpful, the editor</p>
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They should preferably be done in pen and ink, but other media are also acceptable.

can assist you in making the final map for publication.

PRESENTATION OF TEXT

<ul style="list-style-type: none">• present text as a single column• text must preferably be computer-written using font Times New Roman 12 pt. or any other good font; typewritten material and good handwriting will also be accepted in special circumstances• put writer's name, address, phone number, and email address in top left corner of first page of manuscript• put approximate number or words in top right corner of first page• put title of article and name(s) of contributor(s) on page one of manuscript• write the story in the past tense (creative exceptions to this may be acceptable)• text prepared by computer should be submitted by email to imiller8848@gmail.com. Preferred software format is MS Word, but other formats can also be accommodated.• number each page.	<ul style="list-style-type: none">• put title of article and name(s) of contributor(s) on page one of manuscript• leave a one-inch-wide border around all four sides of the text• indent the first line of each paragraph (except the first paragraph)• use the metric system of measurements as much as possible. If necessary, the imperial system can also be used. However, <u>do not mix</u> both systems in the same story. If you do, you will have to explain the reason. (Exception: canoe dimensions are traditionally given in inches and feet.)• avoid over-use of exclamation marks, italics, and capital letters.• indicate italic by <i>italic</i> and bold by bold• article title in regular font, not capital and bold• justification left, but article title in centre• set new paragraph by using enter key• series: comma before and, or, etc.: red, white, pink, and blue• website and email address not in italics
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PRESENTATION OF PHOTOGRAPHS / IMAGES

<ul style="list-style-type: none">• photos should be submitted in the form of individual digital files and be generally in colour (or black-and-white if that's all you have).• collections of photos are best submitted in 'drives' (as in google drive), NOT in word documents.• remember to indicate photo sources in your heading (especially if it is one or two people). Individual exceptions can be credited in the photo caption.	<ul style="list-style-type: none">• if photos/images/maps are sourced from a library or specific registered source, this should be credited in your 'image caption'• do not resize, adjust, and sharpen the images; do not send thumbnails!• please submit images, drawings, and tables in jpeg format. They should be submitted as >2+ MB size please (around 4-5 MB is ideal)! Otherwise,
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	they would be low in resolution when printed.
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If the manuscript is not presented in an acceptable manner the editor may have to ask the contributor for a rewrite. However, do not hesitate to 'run' a rough copy by the editor for a 'first look', to get some feedback. Our goal is to prepare quality, interesting stories. At some point the editor-in-chief will decide the article is ready. Please do not ask to continue further rewrites beyond this point. There are time constraints when publishing!

FINAL WORDS OF WISDOM

<ul style="list-style-type: none"> • submit your material as early as possible, especially the longer articles. • observe the deadlines we follow, as given in a table at the beginning of this. 	<ul style="list-style-type: none"> • don't be insulted or intimidated by these guidelines. • if in doubt, shout, and thou shall be heard. • <i>enjoy the writing process!</i>
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>>A Sample Manuscript First Page

~Approx 1510 words

Joe Stern
 123 Paddle Street
 Canoetown, Ontario
 M6C 4N2
 123-456-7890

DOWN DANGEROUS DOODLE CREEK

Article: Joe Stern
 Photos: Ina Bow

It was a dark and dreary day when the four of us packed all the gear plus the two canoes in and on top of the van. We'd much rather have stayed in bed and do what all sane people should do on a day like this, sleep. But alas, we had made arrangements with the fly-in airplane people, and we had to be there on time. And besides, we really wanted to paddle that famous river.

Five hours of driving through the fog and misery of this terrible day brought us, pooped out, to the muddy airport in Uptheretown where the somber-faced pilot was busy refueling his ancient float plane.

"So, you're the guys for Doodle Lake?" he mumbled without moving his lips. "Okay, jump in. Let's go. That'll be two flights because this old lady Beaver here can't take more load than one canoe plus two people and gear. Got the money?" Nice, confidence-inspiring guy, this one.

We paid him. He loaded two of us plus equipment in and on the scruffy-looking flying machine. The take-out on the glassy-smooth lake was beautiful. That pilot knew what he was doing.

At last, the long-awaited expedition to Doodle Creek, that notorious canoe-eating collection of rapids, falls, and killer-souse holes, was on its way.