

The New CartoPhilatelist - Guidelines for Authors

1. Articles in English of all lengths are welcome and may be sent by email to editor@mapsonstamps.org
2. If they are too long for one issue, they may be split into two or more parts and published over several consecutive issues.
3. I use Microsoft Word for creating and editing documents, and Canva for designing more complex layouts, so I prefer files that are compatible. If you use different software, please save as .txt files.
4. Please type in single space, using Calibri 10.5 font for the body of the text, and two spaces between sentences for easier reading. It will help me if you fully justify the text (that is flush left and right margins). Six-point spacing between paragraphs is sufficient. Labels for illustrations should be in **Calibri 10.5pt bold**. Title should be **Calibri 18pt bold** and author name **Calibri 16pt bold**. Sub-headings within the text should be **Calibri 14pt bold**.
5. Please run a spell-check. If you use an unusual spelling of a word or an unusual grammatical construction, and want it kept, please highlight the word or phrase. I spell check the whole issue, so that will help me determine whether to keep something the spell-checker can not handle. Given the preponderance of our membership I will generally use USA spelling and grammar, unless specially requested for proper names, but as I am an Australian I may occasionally lapse without realizing (or realising!) it into our spelling (which is mostly the British spelling) so forgive me if I do.
6. The names of maps and the titles of books should be *italicized*. References to articles within books should be in single quotation marks. I will keep unusual spellings of old maps and books.
7. Wherever possible avoid abbreviations, or at least spell out when first occurring – for example The New CartoPhilatelist (TNCP).
8. If you want stamp images included in the article (definitely a good idea!), please send them with your submission. Scan the stamps at 300 dpi against a cropped black background. Please scan all the stamps at the same resolution. If you want to circle an area or add an arrow pointing to a particular feature, mark a copy of the image as you would like it to look. Send both the original and marked copy.
 - It helps if you tell me the height and width of each stamp or sheetlet if it is smaller or larger than normal; that way I can size the image appropriately in the journal.
 - Send the images as .jpg files (with minimal compression), or if you are concerned about detail .png or .tif files. They are both “lossless” formats, so the image does not lose detail.
 - We like to include catalog numbers. mainly Scott, Michel or Stanley Gibbons (SG). You may use any catalog you have for reference. Please tell me which you are using.

- Be sure to tell me where you want the stamp in the article. Put a short reference (in parentheses if it makes better sense) in the text where you want the stamp cited, like this: Fig. 1 - Liberia 233 - and use this for the name of the image file as 'fig1-liberia233.jpg'
- I prefer text without embedded images because it is easier to edit and copy. Send the stamp images as single JPEG files in a separate folder. If you really want to show the images in the text, then OK, but please also send me a file with only text.

9. I prefer source references to be shown in square brackets as [3] rather than superscript numbers. Then in footnotes as '[3] Encyclopedia page 1234'. If you use superscripts these might not copy to the version I send to the printer.

10. Deadlines: December 15, March 15, June 15, September 15 for issues published in January, April, July and October.

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