

GUIDANCE ON ARTICLE FORMAT

ARTICLE HEADING

By Author (Rank Initials Name Post Nominals).

1. **Font.** The Kukri Journal is printed in Calibri (Body) 10 font.
2. **Article Size.** Each Kukri page usually contains some 750 words.
3. **Submission of Articles.**
 - a. **Unit Articles.** Use Dropbox, CD or memory stick and send to the Editor. Note: The Kukri is not a duplicate of the unit/corp journal. Please do not send the complete unit or corps journal in pdf format. Unit/Corps Journals need to be weeded out so that only articles of wider interest are published. Examples of articles not required include: Dashain, farewells, unit sports competitions, picnics etc.
 - b. **Individual Articles.** Where a number of files are used for an article with photos please submit by e-mail in a 'zip' file. This helps keep the files and relevant photos together.
4. **Classified Material.** The Kukri Journal is widely distributed and available to the general public. The Kukri Officers and the Editor of the Kukri Journal are to ensure that no classified or protectively marked material is published.
5. **Abbreviations.**
 - a. **Common Abbreviations.** Mr, Miss etc. are acceptable.
 - b. **Uncommon Abbreviations.** AMDG (Ad Meum Deum Gloriam) must be spelt out on the first usage.
6. **Standardisation.**
 - a. **Ranks.** In full and not abbreviated.
 - b. **Dates.** 03 October 2016.
 - c. **Hours.** Use the 24hr clock e.g. 1030, 2215 etc.
 - d. **Numbers.** 1- 10, thereafter usually written as words. If numbers are used show the thousandth ',' e.g. £23,356.00.
 - e. **Exercise and Operational Names.** Capitalise the names e.g. Ex ARTIC CIRCLE.
 - f. **Spelling.** Use the English spell check – not the American spelling!

7. **Photographs/Pictures/Diagrams.** A minimum of 500 dpi is required. (Full page 3MB, ½ a page 1.5 MB, ¼ page 750KB) All photographs/pictures/diagrams require to be scanned as digital pictures with high resolution in jpg format. As articles must be ‘streamed’ into the Kukri template, photographs MUST NOT be embedded in the articles but submitted as a separate file with a relevant caption. Articles with embedded photographs or photographs without captions will be returned for re-submitting in the correct format. i.e.

.....’The Army and would recommend this activity to anyone who is lucky enough to go to Cortina d’Ampezzo.

**Photo: QGS IRD 1 –
Caption: LCpl Bir, Sig Bishnu, Sig Shante & YofS Wootton reaching the summit of the Punta Anna via Ferrata.**

At the end of the training day we

Or by using a small thumbnail size photo as per the following example:

.....’The Army and would recommend this activity to anyone who is lucky enough to go to Cortina d’Ampezzo.



Caption: LCpl Bir, Sig Bishnu, Sig Shante & YofS Wootton reaching the summit of the Punta Anna Via Ferrata.

At the end of the training day we

8. **Obituaries.** Please include the following information:

- a. Full Rank, Forenames, Surname, Postnominals and Date of Death.
- b. Where possible have a head and shoulder photograph. Other photos with the obituary are acceptable.
- c. Initial of the obituary writer at the end of any obituary.

9. **Copyright Guidance.** Contributors need to obtain clearance for any copyright materials reproduced in their articles. The law governing copyright, especially as it refers to non-print media, is far from clear but the following guidance is offered in good faith. If in doubt seek advice. In essence it is necessary to ensure that clearance is gained for the following:

- a. Reproduction and distribution in printed form of copyright textual or graphic material.
- b. Reproduction in electronic form and dissemination on-line of copyright textual, graphic material, musical or dramatic works.
- c. Reproduction in electronic form and dissemination of on-line of performances of music and/or words (e.g. a song embodied in a sound recording).