



## Headquarters Brigade of Gurkhas

Headquarters Brigade of Gurkhas  
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See Distribution

Reference: BG 115

Dated: 4 January 2018

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### KUKRI JOURNAL 2017

1. **Introduction.** You will all have received Kukuri 2016 and on behalf of HQBG, I would like to thank all those who submitted articles. I apologise to those whose efforts went unpublished, but there were more articles that we were able to include. We remain grateful to the Army Design Studio team who typeset and prepare the Kukri for us, however, the increasing publishing cost means that it is no longer financially viable for us to continue to publish a 300 page Kukuri magazine. My intent is to return to a smaller size of 150 pages.

2. **Aim.** The aim of this letter is to outline the requirements for the compilation of unit newsletters and articles for the Kukri Journal 2017.

3. **Unit Articles.** All units/editors are asked to provide their Annual Newsletter and articles for the period Jan – Dec 17 by 30 Mar 18. The Unit Kukri Officer is to ensure that articles do not contain 'OFFICIAL' or protectively marked material.

a. **Staff List.** Unit staff lists should be as at Dec 17. Due to Data Protection Act requirements, units are to ensure that those listed in the unit staff list have agreed for their name and appointment to be printed in the Kukri.

b. **Unit Annual Newsletter.** The Unit Annual Newsletter should be a historical record of the units' activities and achievements from Jan to Dec 17, with overlaps as necessary for completeness.

c. **Individual Articles.** Serving officers are strongly encouraged to send in articles that will be of wider interest to the Brigade, including those written for other organisations, suggestions include:

(1) Recent Operational Tours. Unclassified material.

(2) Unit Training and Adventure Training Activities. Articles can be based on existing Post Exercise Reports (PXR).

(3) Heritage. Young officers in particular are encouraged to send in any researched articles on unit heritage such as on Regimental property of interest, battlefield tours etc.

d. **GWT, Gurkha Museum and Regimental Association Articles.** The GWT, Gurkha Museum and Regimental Associations are asked to submit articles covering their activities that are of interest to the Gurkha Brigade readership.

4. **Co-ordinating Instructions.**

a. **Outline Timings.**

- (1) 30 Mar 18. Closing date for articles.
- (2) 17 Apr 18. Selection of articles for publication and editing.
- (3) Apr/May 18. Design Studio typesetting and drafts for proof reading.
- (4) 15 June 18. Printing and distribution.

b. **Kukri Focus.** The format for Kukri 2017 will remain broadly the same as in previous years, with articles from the serving Brigade concentrating on current activities and experiences, followed by articles from the Gurkha Brigade Association reflecting on the Brigade's recent past.

c. **Kukri 2017 - Index.** See Annex A. The index is not exhaustive and articles will be included in a relevant or new section if required.

5. **Guidance on Articles.** See Annex B for detailed guidance. One area which would greatly facilitate the Editor and the Design Studio to meet the 15 Jun 18 a timely Kukri is for the unit and individual articles to be pre-edited in a publishable format. In summary:

a. Articles from major and minor units could be approximately 10 and 5 pages respectively.

b. All articles must come in word document format, as .pdf and .ppt files are no longer acceptable as they cannot be edited.

c. All photos must come as a separate file with a suitable file name relating to the picture caption, and not embedded in the article. The photo caption should be placed in a text box within the article to give an indication of where the photograph is required to be placed.

d. Articles MUST be proof read by a native English speaker before submission to the Kukri Editor in order to ensure that the grammar and spelling are correct. Articles that require significant amendments will be returned to units for further editing.

6. **Further Enquiries.** Enquiries should be directed to the Assistant Editor (XO HQBG) on 01276 412642.



MK RAI MBE  
Major (Retd)  
Brigade Secretary

Annex:

- A. Kukri 2017 - Index
- B. Guidance on Articles.
- C. Order Form Kukri 2017

Distribution:

HQBG (for COS)  
HQBGN (for BGK, BGP & GWS)  
1 RGR  
2 RGR (inc. BTT Brunei)  
RHQ QGE  
RHQ QGS  
RHQ QOGLR  
APC Glasgow  
Gurkha Coy ITC Catterick  
Gurkha Coy (Sittang)  
Gurkha Wing (Mandalay)  
Gurkha Staff & Personnel Support  
Band of the Bde of Gurkhas  
Gurkha Language Development Wing  
GWT  
Gurkha Museum  
GBA - All Regtl Associations Hon Secs & Edition

**CONTENTS**

**Number 67**

**INTRODUCTION**

Editorial	Bde Sec
Foreword	Col BG/COS
Honours and Awards	DCOS

**BRIGADE MAJOR AND MINOR UNITS**

**Headquarters Brigade of Gurkhas**

Staff List & Newsletter	COS
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**Royal Gurkha Rifles**

RGR Roll of Officers	Regtl Sec
1 <sup>st</sup> Bn The Royal Gurkha Rifles – Newsletter	1 RGR
2 <sup>nd</sup> Bn The Royal Gurkha Rifles - Newsletter	2 RGR

**The Queens Gurkha Engineers**

Staff List	QGE
HQ Update	RHQ QGE
69 Field Squadron	69 Fd Sqn
70 Field Squadron	70 Fd Sqn

**Queens Gurkha Signals**

Staff List	30 SIGS RHQ
HQ Update	30 SIGS RHQ
246 GSS. Squadron News	246 GSS
248 GSS. Squadron News	248 GSS
250 GSS. Squadron News	250 GSS
Nepal Signal Troop	NST
Brunei Signal Troop	BST

**Queens Own Gurkha Logistic Regiment**

Staff List	QOGLR RHQ
HQ Update	QOGLR RHQ
1 Supply Squadron	1 Sqn
28 Fuel & GT Squadron	28 Sqn
36 HQ Squadron	36 Sqn

**Gurkha Company (Sittang)**

Staff List & Newsletter	GC(S)
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**Gurkha Wing (Mandalay)**

Staff List & Newsletter	GW(M)
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**Gurkha Company (Catterick)**

Staff List & Newsletter	GCC
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**Band of the Brigade of Gurkhas**

Staff List &amp; Newsletter

Band

**The Gurkha Staff and Personnel Support Company**

Staff List &amp; Newsletter

GSPSC

**British Gurkhas Nepal**

Staff List

BGN

British Gurkhas Nepal

BGN

British Gurkha Kathmandu

BGK

British Gurkha Pokhara

BGP

Gurkha Welfare Scheme

GWS

Kadoorie Agricultural Aid Association

KAAA(BGN)

**OTHER GURKHA ORGANISATIONS****The Gurkha Welfare Trust**

Directors Report 2016

GWT

Welfare for Retired Gurkhas in the UK

Bde Sec

**The Gurkha Museum**

Director's Report 2016

G/Mus

**The Gurkha Brigade Association**

GBA &amp; Regimental Association Staff List

Bde Sec

Regimental Association Honorary Secretaries

Bde Sec

Calendar of Events 2018

Bde Sec

Articles

All

**ALLIED AND AFFILIATED REGIMENTS**

The Rifles

The Rifles

The Royal Australian Regiment

RAR

2/1<sup>st</sup> Battalion The Royal New Zealand Infantry Regiment

2/1 RNZIR

The Queen's Own Rifles of Canada

QORC

**OBITUARIES**

Notification of Deaths.

All

**BOOK REVIEWS**

As required

All

## 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 January 2018.
  - 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.

*Colonel Comdt (Lt Gen Pope CBE) takes a keen interest in the Welfare of Gurkha Ex-Servicemen*

**Photo: GWC VISIT 1 –  
Caption: Col Comdt with Capt  
Mahendra Limbu meeting GWC  
staff and “customer”.**

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

*Colonel Comdt (Lt Gen Pope CBE) takes a keen interest in the Welfare of Gurkha Ex-Servicemen*



**Caption: Col Comdt with Capt Mahendra Limbu meeting GWC staff and “customer”.**

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

- a. Full Rank, Forenames, Surname, Post nominals 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.

10. 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).





**Notes:**

1. **General.** The Kukri 2017 (Edn 68) is due to be published in Jun 2018.
2. **Cost.** The cost per copy for the Kukri Journal remains as follows: UK £22; Europe £25; Rest of World £35.
3. **Existing Subscribers.** If you already subscribe to the Kukri, no further action is required.
4. **Unit Orders.** All Gurkha Units are strongly encouraged to purchase the Kukri Journal for wide distribution within their unit/garrison areas. A suggested unit distribution within Gurkha units would be: COs Office; Adjutants Library; Officers Mess; Warrant Officers and Sergeants Mess; Corporals Mess/Junior Ranks Club; Medical & Dental Centres; Family Centre.
5. **New Individual Orders.** New subscribers are asked to forward their Order Form direct to the Brigade Secretary (Editor) with payment details.
6. **Payment.** Please make your payment by one of the following methods:
  - a. **Electronic Banking Standing Order.** Payments between Jan – Apr annually.
    - (1) Bank: Royal Bank of Scotland, Holts Branch.
    - (2) Sort Code: 16-19-26.
    - (3) Account Number: 10020522.
    - (4) Payable to: HQBG Fund (Kukri).
  - b. **Cheque.** Cheque made out to HQBG Fund (Kukri)