



Headquarters Brigade of Gurkhas

Headquarters Brigade of Gurkhas
Robertson House
CAMBERLEY, Surrey, GU15 4PQ



Telephone: Military 94261 2737 Civilian 01276 412737
Mobile: 07939 929490
e-mail: mani.ra121@mod.gov.uk

See Distribution

Reference: BG 115

Dated: 4 January 2018

KUKRI JOURNAL 2018 – EDITION 69

1. **Introduction.** You will all have received Kukuri 2017 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 I apologise to those whose efforts went unpublished, but there were more articles that we were able to include.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.
2. **Aim.** The aim of this letter is to outline the requirements for the compilation of unit newsletters and articles for the Kukri Journal 2018.
3. **Unit Articles.** All units/editors are asked to provide their Annual Newsletter and articles for the period **Jan – Dec 18 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 **31 Dec 18**. 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 18**, 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. **BGN, GWT, Gurkha Museum and Regimental Association Articles.** BGN, GWT, Gurkha Museum and Regimental Associations are asked to submit articles covering their activities that are of interest to the wider Gurkha Brigade readership.

4. **Co-ordinating Instructions.**

a. **Outline Timings.**

- (1) 30 Mar 19. Closing date for articles.
- (2) 17 Apr 19. Selection of articles for publication and editing.
- (3) Jun 19. Design Studio typesetting and drafts for proof reading.
- (4) Aug 19. Printing and distribution.

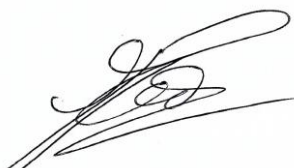
b. **Kukri Focus.** The format for Kukri 2018 will remain broadly the same as in previous years, with articles from the serving Brigade concentrating on current activities and experiences, followed by articles from the Gurkha Brigade Association reflecting on the Brigade's recent past.

c. **Kukri 2018 - 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 Aug 18 deadline, 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. Photos are to be at least 500 KB in size; anything less will degrade the resolution when it is printed.
- e. 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 Bde Sec.



MK RAI MBE
Major (Retd)
Brigade Secretary

Annexes:

- A. Kukri 2018 - Index
- B. Guidance on Articles.
- C. Order Form Kukri 2018

Distribution:

HQBG (for COS and OC BCLT)
HQBGN (for BGK, BGP and KAA)
1 RGR
2 RGR (inc. BTT Brunei)
RHQ QGE
RHQ QGS
RHQ QOGLR
Gurkha Coy ITC Catterick
Gurkha Coy (Sittang)
Gurkha Wing (Mandalay)
Gurkha Staff & Personnel Support
Band of the Bde of Gurkhas
GWT
Gurkha Museum
All Regtl Associations Hon Secs & Editors

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Col BG/COS HQBG
DCOS HQBG

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Headquarters Brigade of Gurkhas

Staff List & Newsletter

COS HQBG

Royal Gurkha Rifles

RGR Roll of Officers
1st Bn The Royal Gurkha Rifles – Newsletter
2nd Bn The Royal Gurkha Rifles - Newsletter

Regtl Sec RGR
1 RGR
2 RGR

The Queens Gurkha Engineers

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Queens Gurkha Signals

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Gurkha Company (Sittang)

Staff List & Newsletter

OC GC(S)

Gurkha Wing (Mandalay)

Staff List & Newsletter

OC GW(M)

Gurkha Company Catterick

Staff List & Newsletter

OC GCC

Band of the Brigade of Gurkhas

Staff List & Newsletter

DoM Bde Band

The Gurkha Staff and Personnel Support Company

Staff List & Newsletter

OC GSPS

British Gurkhas Nepal

Staff List
 British Gurkhas Nepal
 British Gurkha Pokhara
 Gurkha Welfare Trust (Nepal)
 Kadoorie Agricultural Aid Association

DCOS BGN
 DCOS BGN
 OC BGP
 Field Director GWT (N)
 Director KAAA

OTHER GURKHA ORGANISATIONS**The Gurkha Welfare Trust**

Directors Report 2018

Director GWT

The Gurkha Museum

Director's Report 2018

Director Gurkha Museum

The Gurkha Brigade Association

GBA & Regimental Association Staff List
 Calendar of Events 2019

Bde Sec
 Bde Sec

ALLIED AND AFFILIATED REGIMENTS

The Rifles
 The Royal Australian Regiment
 2/1st Battalion The Royal New Zealand Infantry Regiment
 The Queen's Own Rifles of Canada

The Rifles
 RAR
 2/1 RNZIR
 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 jpeg 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.

HRH The Prince of Wales awarding Long Service and Good Conduct Medals.

**Photo: RGR VISIT 1 –
Caption: HRH The Prince of
Wales awarding Long Service
and Good Conduct Medals.**

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



Caption: HRH The Prince of Wales awarding Long Service and Good Conduct Medals.

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).

To:

From:

Brigade Secretary (mani.rai121@mod.gov.uk)
Gurkha Brigade Association
Robertson House
CAMBERLEY
Surrey, GU15 4PQ

KUKRI 2018 – ORDER FORM

Name	Kukri 2018	Cost
Total		

I confirm that payment has been made by:

Electronic Banking/SO. Payment date.....

Enclosed Cheque for £.....

Signed: _____ Date: _____

Name Block Capitals: _____

Address: _____

Email Address: _____

Notes:

1. **General.** The Kukri 2018 (Edn 69) is due to be published in Aug 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).**
 - (5) Reference: Kukri – **Your Name**
 - b. **Cheque.** Cheque made out to HQBG Fund (Kukri)