



Headquarters Brigade of Gurkhas

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See Distribution

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KUKRI JOURNAL 2020 – EDITION 71

1. **Introduction.** You will have received Kukuri 2019 and on behalf of HQBG, I would like to thank all those who submitted articles and I apologise to those whose efforts went unpublished, but there were more articles that we were able to include.
2. **Aim.** The aim of this letter is to outline the requirements for the compilation of unit newsletters and articles for the Kukri Journal 2020.
3. **Unit Articles.** All units/editors are asked to provide their Annual Newsletter and articles for the period **Jan – Dec 20 by 23 Apr 21**. 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 20**. Due to Data Protection Act requirements, units are to ensure that those listed in the unit staff list agree 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 20**, 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 only.
 - (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) 23 Apr 21. Closing date for articles.
- (2) 30 Apr 21. Selection of articles for publication and editing.
- (3) May 21. Design Studio typesetting and drafts for proof reading.
- (4) Jun/Jul 21. Printing and distribution.

b. **Kukri Focus.** The format for Kukri 2020 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 20120 - Index.** See Annex A. The index is not exhaustive and articles will be included in a relevant or a 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 Jun/Jul 20 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 should be approximately 10 and 5 pages respectively.

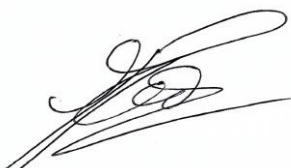
b. All articles must come in word document format, .pdf and .ppt files are not acceptable as they cannot be edited.

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, DL
Major (Retd)
Brigade Secretary

Annexes:

- A. Kukri 2020 - Index
- B. Guidance on Articles.
- C. Order Form Kukri 2020

Distribution:

HQBG (for COS and OC BCLT)
HQBGN (for DCOS for distribution to BGK, BGP and KAA)
1 RGR
2 RGR (inc. BTT Brunei)
3 RGR (Formation Office)
RHQ QGE
RHQ QGS
RHQ QOGLR
Gurkha Coy (Sittang)
Gurkha Wing (Mandalay)
Gurkha Coy (Babaji) Catterick
Band of the Bde of Gurkhas
Gurkha Staff & Personnel Support
Gurkha Welfare Trust (UK)
The Gurkha Museum
All Allied Regiments and Affiliated Regiments
All Regtl Associations Hon Secs & Editors

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Editorial	Bde Sec
Colonel Brigade of Gurkhas Introduction	COS HQBG
Annual Report	ES HQBG
Honours and Awards 2020	Adjt HQBG

MAJOR AND MINOR UNITS

Headquarters Brigade of Gurkhas

Staff List & Newsletter	COS HQBG
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Royal Gurkha Rifles

RGR Roll of Officers	Regtl Sec RGR
1 st Bn The Royal Gurkha Rifles – Newsletter	1 RGR
2 nd Bn The Royal Gurkha Rifles - Newsletter	2 RGR
3 rd Bn The Royal Gurkha Rifles - Newsletter	3 RGR

The Queens Gurkha Engineers

Staff List	QGE RHQ
RHQ News	QGE RHQ
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
247 GSS Squadron News	247 GSS
248 GSS Squadron News	248 GSS
249 GSS Squadron News	249 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	OC GC(S)
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Gurkha Wing (Mandalay) Staff List & Newsletter	OC GW(M)
Gurkha Company (Babaji)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 Director's Report	Director GWT
The Gurkha Museum Director's Report	Director Gurkha
The Gurkha Brigade Association GBA & Regimental Association Staff List Calendar of Events 2022	Bde Sec Bde Sec
ALLIED AND AFFILIATED REGIMENTS	
The Rifles The Royal Australian Regiment 2/1 st 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 750 words.
3. **Submission of Articles.**
 - a. **Unit Articles.** Articles are to be sent by email (or on CD/USB stick if too large to email) 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.
 - b. **Individual Articles.** Where a number of files are used for an article with photos please submit them by e-mail. If the file is too large please send it on a CD/USB. 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 2020.
 - 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 thousands should be separated by a comma, e.g. £23,356.
 - 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).

Notes:

1. **General.** The Kukri 2020 (Edn 71) is due to be published in Jun/Jul 2021.
2. **Cost.** The cost per copy for the Kukri Journal remains as follows: UK/BFPO £22; Europe/Rest of World £25.
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)