

# THE MOUNTAIN CLUB OF SOUTH AFRICA GUIDELINES FOR SUBMISSIONS TO THE 2021 JOURNAL:

## About the MCSA Journal:

The MCSA Journal has been published since 1894. Apart from reaching 3,000+ MCSA members, the MCSA provides about 60 complimentary copies to libraries of eight South African universities; the National Library, the UIAA, Royal Geographic Society in London, the American Geographic Society, the International Mountaineering Museum in Nepal, international alpine associations such as the British Mountaineering Council; the Alpine Club, the Scottish and New Zealand Mountain Clubs and other Mountain Clubs in Africa (Kenya, Malawi, Uganda and Zimbabwe).

## CLOSING DATE:

Contributions for the 2021 Journal should reach the Editing Team through the Journal Editor/Co-Ordinator ([jennyapateron@gmail.com](mailto:jennyapateron@gmail.com)) by **31 January 2022 (but don't wait for that date if you have it done before)**. Late submissions will not be accepted, except by prior arrangement with the **JOURNAL EDITOR** (best via email so that there is a written record). Submissions missing information as requested below will also be returned to authors.

## GUIDELINES FOR CONTRIBUTIONS: ARTICLES:

All material may be emailed to the co-ordinator, as long as messages **do not exceed 5 MB**.

- (i) Each article submitted *must* have a **TITLE, AUTHOR'S NAME, FULL AUTHOR CONTACT DETAILS**. The covering email should include your acceptance of Item 5 of these Guidelines, relating to Copyright.
- (ii) Your article must be an MS WORD document please: and not formatted.
- (iii) **WORD COUNT:** maximum of 2500 due to limited space. A very short article is also acceptable.
- (iv) **V.I.P.** The Editor's decision about any submission is final.
- (v) No more than **EIGHT up to TWELVE** photos may be submitted – initially in low resolution.
- (vi) Photos must be in either JPG or TIFF format.
- (vii) Photos *must* be accompanied by an **MSWORD TEMPLATE WITH PHOTO FILE NAME, CAPTION AND PHOTOGRAPHER** for each photo. If there are particular photos you feel it is essential to be included in the article, please indicate as much.
- (viii) And most importantly: **Photographs must not be embedded in the word document article.**

Once final photographs have been agreed, high resolution images can be submitted through a free FTP site: WeTransfer. It is uncomplicated and it is free, it is also the PREFERRED way to send photographs. Go to: <https://www.wetransfer.com/> If you insist on using DropBox, please ensure that you include authority to download the photographs.

**The photo references in the Photo Template MUST** correspond with the references of the photos submitted. Please see more details on the photo template.

2. Please use the Style Sheet as a guide to *spelling conventions for mountaineering terms* and especially for *route description style and layout*. **This is important and we urge you to spend a bit of time studying it.** Please download and print a copy to use as a reference whilst preparing your contribution.

3. Route descriptions submitted which deviate significantly from the guideline format will be returned to authors for correction. Please be very clear in route descriptions – they often present many problems and much to 'ing and fro'ing with authors. Check route descriptions in previous issues of the Journal.

## 4. OBITUARIES:

A head and shoulders photograph (in colour or black and white), in JPG or TIFF or GIF format, and no less than 500kb, should accompany the obituary as a separate attachment. **Photographs must please NOT be embedded in the word document.**

Should be provided in MS WORD format and should include the following:

- deceased person's year of birth and year of death

- Born where? Grew up where? Died where?
- Married xxxxx in 19 xx – they had xxx children, named xxxxx
- Education
- Sporting achievements (if any)
- Mountainering/climbing exploits?
- MCSA involvement and membership (including Ski Club, Alpine Club, etc)
- Survived by xxxx
- The full version should be one A4 page.

**5. PLEASE NOTE in particular, the following:**

**Rights (copyrights) for text, photography etc in the Journal of The Mountain Club of South Africa [JMCSA]:**

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The Mountain Club of South Africa is a non-profit organisation devoted to mountaineering, the conservation and study of mountainous regions, and representing the interests of climbers. More information on the MCSA can be found at [www.mcsa.org.za](http://www.mcsa.org.za).

We look forward to hearing from you!  
Journal Sub-Committee