

THE MOUNTAIN CLUB OF SOUTH AFRICA GUIDELINES FOR SUBMISSIONS TO THE 2023 JOURNAL:

About the MCSA Journal:

The MCSA Journal has been published since 1894. Apart from reaching 5,000+ MCSA members, the MCSA provides about 70 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 2022 Journal should reach the Editing Team through the Journal Editor/Co-Ordinator (jennyapateron@gmail.com) by **31 January 2024 (but don't wait for that date if you have it completed 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 and not formatted. Don't use MS templates.
- (iii) V.I.P. The Editor's decision about any submission is final.
- (iv) No more than **EIGHT up to TWELVE** photos may be submitted – initially in low resolution.
- (v) Photos must be in either JPG or TIFF format, attached to the email.
- (vi) 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.
- (vii) 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 for the Journal Editor 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. Again, **hotographs 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.

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