

# TOWER & TOWN

## REVISED TIMETABLE AND GUIDE FOR COMPILERS 2014

Mark Dawson (mark@townprint.co.uk) designed the new layout for T&T and is very willing to help compilers with any problems. There are still some differences in the layout (4 different Compilers inevitably have their own ways!) but overall the magazine should have more or less the same format. Milly and Karen use Word for compiling (as Apple is not compatible with Publisher); Rob and Peter have continued to use Publisher. This does cause some problems when sending one edition to the next Compiler, particularly with the pages which are mostly the same each month, as the two programmes are not compatible and small amendments can easily be missed.

The general layout should be clear, easy to read, uncluttered and follow the agreed style for publication. The main text should be in Garamond 11 and nowhere should the font be smaller than size 10. The Headings on articles should be Helvetica 13, bold, and on the Editorial page Garamond 18 bold. Pictures and contents in boxes should have plenty of space around them. Most articles should be no longer than one page. There is a tendency sometimes to fit in too much material and this sometimes needs friendly discussion between Compiler, Editor and Editorial Coordinator. Peter and Rob do their own front cover and Karen gets Mark to do hers. Rob is happy to help Milly with this if she cannot do her own.

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| <b>TUESDAY (usually 2<sup>nd</sup> in month)</b> | All material should have arrived with indications of the right order and priority. It's difficult to do too much until all the material has arrived. Remember to leave advertisement pages blank for printer to insert (paid for annually from Feb edition so they don't usually change during the year).   |
| <b>WEDNESDAY-FRIDAY</b>                          | Compiler should chase up any copy which hasn't arrived and should liaise with Editor/Editorial Compiler if too little/too much copy. Well defined black-and white illustrations/cartoons and appropriate quotations can be added if appropriate. Colour picture for front cover is the responsibility of the Editor/Editorial Coordinator and should be sent to Compiler. |
| <b>SATURDAY onwards</b>                          | Arrange for copy to be proof-read by Mike Jackson (16 St Lukes Court, Hyde Lane 513441, suepjackson@aol.com) and Jean Gray (Calstone House, The Old School, Herd St, yougra@btopenworld.com). email final copy to John Osborne and Andrew Unwin for final check before it goes to the printer.  |
| <b>THURSDAY (3<sup>rd</sup> in month)</b>        | Last day for emailing final copy to Bill Richardson, Quality Stationers and Printers (Reading office) (studio@qualitystationers.co.uk). email your copy to next Compiler.   |

Karen Osborne  
7 February 2014