



# ***Horological Journal Contributors' Guide***

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*The Horological Journal is the official monthly publication of the British Horological Institute – the UK professional body for horologists and allied trades.*

*It is the leading technical publication serving the watch and clock industry, and holds an important place among journals catering for horological enthusiasts and collectors.*

*The Horological Journal is read by repairers, restorers and makers of clocks and watches; High Street retailers; enthusiasts; DIY practitioners and hobbyists; historians; theoreticians; and collectors of clocks, watches and books.*

***Monthly circulation – 3800***

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## **Who is this guide for?**

This guide is for anyone who would like to publish their work in the Horological Journal.

## **What type of material do we want in the HJ?**

We are pleased to consider material relating to any aspect of horology or allied subjects which may be of interest to the readership. Both practical and theoretical articles are welcomed, as are tutorials and reviews of equipment, books, training courses, etc. Experimental accounts and research work are also encouraged. The Horological Journal aims to be varied and stimulating and especially welcomes novel ideas from new or established writers.

## **Writing style**

The Journal is aimed at both working horologists and enthusiasts with a wide range of skills and interests. Therefore we prefer your article to be written in an accessible, rather than highly academic, style. Good use of illustrations is particularly appreciated.

## **Length**

We will consider articles of any length. Even very short articles are welcome. Note that long articles may be split into instalments and you will be contacted if this is necessary.

## **Rejections**

We want to encourage both new and established writers to contribute to the Horological Journal, and rarely reject material offered for publication. We may reject material if we feel it needs further development or if we feel the subject matter is not of sufficient interest to the readership. Material which may jeopardise the interests of the Institute or its members will normally be rejected. We intend to be as helpful as possible and will normally give you feedback on why an article has been rejected, although we reserve the right to reject material without giving a reason.

## **Review**

We may subject your material to independent review prior to publication.

## **Editing**

We reserve the right to make editorial changes to the material you submit. This may be to improve clarity, or for technical reasons relating to the layout of the Journal.

## **Author's fee**

We pay £40 per 1000 words, £2 to £5 for photographs and £2 to £12 for drawings, depending on complexity and number. Payment will be made no later than the last day of the month following publication. Letters to the Editor, Branch Reports, Horological Calendar entries, etc, are not paid for.

## **How to submit material**

Please submit your article electronically in any format readable by Microsoft Office 2000. Text and illustrations should be sent as separate files – please do not merge illustrations into the text. Photos and bitmaps should be provided as TIFF, JPEG or Windows bitmap files, of sufficient resolution to provide 300dpi at the size likely to be printed. Diagrams should be in a format readable by Corel Draw 9. All submissions should be accompanied by a hard copy. The Editor will be pleased to give any technical advice you require.

## **Copyright issues**

The Institute claims copyright on Letters to the Editor, Branch Reports, entries in the Horological Calendar, and all similar material. The following paragraphs refer only to material which is offered for publication and which the Institute pays for.

When an article is published in the Journal, the writer retains the copyright but grants certain rights to the Institute. As a minimum you grant the Institute the right to publish your article once, in paper form, to a maximum print run of 4500. You also undertake not to publish the article in any other form for at least six months after the month of publication in the Horological Journal.

You may also grant further rights to the Institute, and we would strongly encourage you to do so. In that way you will make a further contribution to the horological community. These additional rights are: to reproduce your article, or parts of it, in paper form for the purposes of training and education (this means making photocopies available to students); to publish your article, or an extract from it, on the Institute's Web site in the "Article of the Month" section; to allow your article to be made available in computer-readable form (such as a CD) as part of a Horological Journal "back issue" service; to reprint your article at any future time without seeking permission or making further payment.

If you have concerns about copyright issues you are encouraged to seek legal advice.

## **The author's rights to the article in published form**

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The reason for this requirement is that the preparation, editing, page design and layout of articles is a professional service which the Institute pays for. However, the Institute will consider making such files available to the author for a fee. Contact the Institute for further information.

## **Your legal obligations**

In order to protect the Institute from legal action, you must make sure you have appropriate legal ownership of the material you submit for publication. Normally this is automatic for material you have written yourself (unless you have already given the copyright to someone else). Be careful with other people's material which you incorporate into your submission, for example diagrams and photographs. The authors of that material must give you permission to use it in your article, and they must agree to the rights you grant the Institute.

## **Publication date**

It is not normally possible to guarantee the publication of an article in any given month. This is because the amount of editorial work varies. Some articles need to be reviewed, and some may need editorial changes. The Editor may also wish to contact the author to discuss the article. The Editor is always pleased to discuss publication dates and writers are invited to contact him (details below).

## **Submissions**

Please send your submissions to The Editor, Horological Journal, 9 Lawson Road, Sheffield, S10 5BU. Telephone: 0114 266 1524. Fax: 0114 263 1612. Email: [hj@bhi.co.uk](mailto:hj@bhi.co.uk)