

Help Sheet for submissions to News & Views

The text of your submission may be supplied as a Word document (.doc or .docx). It may be in plain text or in rich text format (RTF). If you have Open Office I can also deal with this (.odt). You may send the text in the body of an email but I find it easier to deal with if it comes as an attachment to an email.

Some people love to present their offering with bold titles, often coloured, and with handwriting fonts. They love to insert the pictures into the text and really make them look wonderful. It must take them a great deal of time and effort to produce (I know it does when I do it). Unfortunately, the first thing I have to do is strip out all the formatting, change all the colours and delete the pictures. Once this is done I can take the basic text and put it into the program that I use to produce the magazine (Adobe In Design 4) and format it in the House Style.

Please do not enclose instructions in the body text of articles (picture enclosed...) (colour this red...) and similar. I have to take it out and it becomes embarrassing if I happen to miss it and it appears in the published magazine (Thank heavens for proofreaders).

Please check spelling and grammar before sending your work to me. Do make sure your spell checker is set to English (United Kingdom). Don't trust Word in this. I am amazed at how often my copy of Word manages to default mysteriously to English (United States). Get someone to read your work for you. You can read the same text over and over and still miss the mistake that someone else spots instantly (I speak from experience).

Space in News & Views is limited. The last thing I want to do is stop anyone sending in news of their choir or their opinions, carefully thought out, but do be thoughtful about how much you write. A full page of text contains about 900 words and half a page is about 425 words. Both of these are without the inclusion of a picture which will take up the space of about 100 words.

Almost all the pictures I receive are .jpegs in RGB format. I change them to CMYK because of commercial print requirements. Please send the best quality that you can squeeze into an email attachment. DO NOT try to send pictures that are larger than 5mb as most email servers cannot manage them and they clog up the system. If you are sending more than one image and they add up to more than 5mb then send them as attachments in separate emails. If you need to send images larger than 5mb then put them on a CD and send them to me well in advance so that they have time to reach me before closing date. If the picture is too large you might try Winzip or Stuffit to compress the size.

Popington Magna Festival Chorus Northern Group

Saturday 28 February 1998 saw the opening of the Popington Magna Arts Centre with a Gala concert. The central feature of this concert was a performance of Carmina Burana by Carl Orff. The choir for this performance had been put together with singers from four local choirs: Popington Magna Male Voice Choir, The Popington Philharmonic, The Frank Roberts Singers and Morvin Ladies Choir. The North East Symphonia, under the baton of Evan Jenkins FTCL accompanied the Festival Chorus as well as providing some stirring items of its own.

The evening was so successful that it was felt that the Popington Magna Festival Chorus (PMFC) should not simply fade into the past. So it was that in 2000 when Andy Seward, MD of Popington Magna Male Voice Choir, retired he decided that there was a need locally for a SATB choir that would sing the kind of music that the local male voice and ladies' choirs sang.

On Saturday 28 October 2000 in St Botolph's Church, Popington Magna, the new choir held its first concert. A large and enthusiastic audience enjoyed *How Can I Keep From Singing?* *The Ash Grove*, *Amazing Grace*, *For The Beauty Of The Earth* and three items from Rodgers and Hammerstein. Bob Crawford gave the choir a rest by performing a number of amusing poems and stories on the theme of 'Growing Old'. The concert was brought to a fine conclusion with *Be Still My Soul/You Raise Me Up*.



Councillor Alfred Stimson, Mayor of Popington Magna said, 'We have had a wonderful evening and it's great to hear the Festival Chorus once again. Long may they continue to entertain the people of this area.'

This year is the tenth anniversary of PMFC (Twelve years from that original opening of the Arts Centre) and we are planning a number of activities to celebrate. If you would like to sing with us we meet every second Wednesday in the month at St Botolph's Church at 7.30pm. We don't have auditions but you must sing with a recognised local choir. You can contact our secretary on 01460 876345 Learn more on our website www.pmfc.org

Pauline Crawford

The above article has been written to demonstrate the 'House Style' of News & Views

House Style

- Use Calibri 10 pt to write your article.
- Please give the name of your Choir.
- Please provide the name of your Group.
- Please say who is submitting the piece.
- Dates do not use st, nd, rd or th.
- Abbreviations do not use full stops.
- Song titles are shown in *italics*.
- Quotations are shown with single quotation marks.

Adverts may be submitted in several sizes.
(For costs of advertising contact Services Officer*)

Full Page Advert (Portrait) 210x297mm
With 3mm bleed if required 216 x 303mm
Recommended Image Area 190x277

½ Page Advert (Landscape) 210x148mm
With 3mm bleed if required. 216 x 154mm
Recommended Image Area 190x128mm

(If adverts are supplied portrait instead of landscape, it is not possible to make a true ½ page advert without effectively using the whole page. We will therefore place the ad to the maximum size that the layout permits, though it is likely to be smaller in total area than a landscape ½ page advert.)

¼ Page (Portrait) 90x138mm

Adverts may be inserted FREE if they take up less than 1½ column inches or contain less than 50 words.

* Adverts may be supplied as print ready PDFs.

*Contact Services Officer at services.officer@nationalassociationofchoirs.org.uk