



THE VOICE OF KANSAS MASONRY

THE KANSAS MASON

A Publication of the Most Worshipful Grand Lodge of Ancient Free and Accepted Masons of Kansas

WRITER AND PHOTOGRAPHER GUIDELINES

The Kansas Mason is a magazine for Kansas Freemasons, focusing on a variety of Masonic content and related matters. Our mission is to provide our readership with relevant, detailed writing about Freemasonry and the fraternal experience in a timely fashion.

ARTICLES

Reader submitted articles should conform to the subject matter we are interested in. We accept articles from our readers in the following categories: Masonic news and topics of current interest, book reviews, and awards and achievements. Generally, articles should be 500-700 words, and book reviews should be 300-500 words, but we will consider pieces outside those limits, should circumstances warrant. Every submission should be accompanied by a good selection of digital photos or images with captions (5 - 15 words).

*See GENERAL STYLE below.

DEADLINES

The Kansas Mason is published quarterly on the 1st of February, May, August, and November.

Deadlines for writers are as follows:

Spring Issue: **December 15th**

Summer Issue: **March 15th**

Fall Issue: **June 15th**

Winter Issue: **September 15th**

QUERIES

Please send these to editor@kansasmason.org

A query is a written proposal outlining a proposed article and providing us with a short (one paragraph) summary of the topic. Please do not send us your manuscript until specifically asked to do so.

News and current events queries, proposed book reviews, and questions for the *Letters To The Editor* column should be sent here: editor@kansasmason.org

RIGHTS

The Kansas Mason does not pay its contributing writers. Writers who submit an article for publication grant *The Kansas Mason* first North American rights to stories and photos published in this magazine. *The Kansas Mason* will not use artwork or articles that have been published previously, unless otherwise agreed upon. *The Kansas Mason* retains the right to republish material previously published in earlier volumes of the magazine.

ARTWORK

Every article should be accompanied by 1 - 3 high quality, digital images (TIFFS or JPEGs). Images should be credited, and if necessary, permission to use them should be obtained and forwarded to *The Kansas Mason* with the images. Minimum sizes: 4 x 6 inches at 300 dpi. Please submit them via email with an accompanying caption in the body of the email that is clearly matched to each photo or image. Photos should illustrate subject matter contained in the article. Illustrations are desirable as well. All illustrations should be captioned by the writer. Captions should not exceed 75 words and should accurately describe the image to the reader, i.e. "Members of Anytown Lodge gather for the annual Charity Supper."

CONTACTS

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BOOK REVIEWS

Book reviews are generally covered by *The Kansas Mason* editorial staff, but we welcome queries about recent releases. Book reviews (300 – 500 words) must be accompanied by a cover illustration and contain author, title, publisher, page count, and retail price in the header/footer of the review. Please see our BOOK REVIEW STYLE below.

BOOK REVIEW STYLE

Book reviews have their own style points, as follows:

- The title of the review is the Book Title, followed by the reviewer's information; for example:
Reviewed by Joe Jones, Anytown Lodge No. 1
- All occurrences of book titles in the article are italicized, not underlined.
- Fraternal titles are not used. Persons are identified by First Name, Surname on first occurrence, followed by Surname only on subsequent occurrences.
- Reviewer is responsible for a cover shot. Cover shot must be camera ready (that is, free of any other graphics like Amazon's "Look Inside" caption).
- Book reviews should not exceed 500 words.

GENERAL STYLE

When preparing your manuscripts for *The Kansas Mason*, please adhere to these style points.

1. Every manuscript should contain the author's name, the name and number of his Mother Lodge, his email and physical address, and a convenient telephone number on the first page.
2. Use the following guidelines to ensure that the manuscript you submit to us will be ready to edit without further ado:
 - If a font containing special characters not available in standard typefaces is used, please alert your editor.
 - Make sure that there are no comments, annotations, or hidden text, whatsoever, in the final version of the manuscript that you submit to us. In addition, make sure that all "tracked changes" or other revision marks have been accepted as final (i.e., there should be no revision marks, hidden or otherwise, in the final manuscript).
3. News stories and book reviews should keep the readers focused on the topics of the articles — for instance, Freemasonry and the fraternal experience. To accomplish this, please keep to an absolute minimum any first person references. "I," "me," and "mine" all detract from your writing. Use third person references wherever and whenever possible. Likewise, please do not use second person references; e.g., "You will notice that" [second person reference]. Instead, use phrases such as, "the reader will notice" [third person].
4. We want to present the readers with lively writing. Please restrict the use of passive voice to the appropriate situations. "Two entered apprentices were initiated by the Lodge"[passive voice] is inferior to the directness of "The Lodge initiated two entered apprentices" [active voice]. In most cases, the passive voice can and should be eliminated.
5. Dates and Numbers
 - Use December 25, 2010 not December 25th 2010.
 - Beginning a sentence
 - When numbers or a date are required to open a sentence, write them out.
 - For example: "One hundred five girls and sixteen boys tried out for the varsity soccer team."
 - If you can, rewrite the sentence so it does not begin with a number.
 - Numbers & units
 - Generally, do not mix numbers that are spelled out with symbols, i.e. \$ twenty.
 - Write out the term for the symbols as well, e.g. twenty dollars.
 - Likewise: the temperature was 45 °, or forty-five degrees;
 - Fraternal degrees should be written as 3°, 1°, etc., or spelled out: third degree, first degree, etc.
 - Compound numbers
 - Hyphenate compound numbers from twenty-one to ninety-nine.

- Ordinal numbers
 - Follow the general rules as for other numbers.
 - For example, write this: “The window for applications was the third to twenty-third of August.”
 - But use numerals with ordinal numbers above one hundred.
 - For example, write this: “Haile Sellassie I was the 225th Emperor of Ethiopia.”
- Centuries
 - Write out references to centuries—the eighteenth century, the twentieth-first century, etc.—in lower-case letters
- Titles
 - Fraternal titles can be cumbersome.
 - Do not use “M.:W.:
 - Instead use “Grand Master Tracy Bloom.” Likewise avoid the use of “Bro.” in your text.
 - As a publication by and for brother Masons, we can assume the subjects are brothers and identify them simply by name.

6. Grammar and Punctuation

- Spell check the document and proofread the printed document carefully for errors.
As a final step, have someone you trust and respect review the document.
- The apostrophe is used to form possessives (e.g., the office’s faculty, our family’s crest, John Doe’s house) and certain contractions (e.g., it’s, he’s, don’t).
- Periods and commas go inside quotation marks. All other punctuation marks go outside the quotation marks, unless they are part of the material being quoted.
- The colon and the semicolon can both be used to connect two independent clauses.
 - When the second clause expands on or explains the first, use a colon. When the clauses are related, but the second does not expand from the first, use a semicolon.
 - Use a colon to introduce a list only when the introductory text is a complete sentence.
- Use a comma between two independent clauses joined by a coordinating conjunction, placing the comma before the conjunction that introduces the second clause.
I love to go to the park, and I enjoy the outdoors.
- Use a comma to separate words in a list or series.
- Italicize titles of books, whole magazines, or newspapers.

CONCLUSION

We are looking for highly informative articles about Masonry that are well written and needing only minor revision.

We assume all proposed articles, reviews, and illustrations submitted are original, unpublished, and submitted exclusively to us. If your material is copyrighted, we assume you are authorizing us to publish it. Unless otherwise indicated, we also assume full reprint permission (in all media, including various electronic media) of any item we publish. North American serial rights to the article include electronic rights and posting on our Web page (www.kansasmason.org). We reserve the right to accept or reject any article submitted.

Sample issues of the *Kansas Mason* are found on the Grand Lodge website. We urged you to check out examples of the types of stories you want to write.