



WRITER AND PHOTOGRAPHER GUIDELINES

The Kansas Mason is a newsletter 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

There are four columns in the newsletter; Grand Master, Secretary, Editor and Questions Answered, all of which are handled by either the editorial staff or elected Grand Officers, thus, due to space considerations, we do not seek submissions for editorial content. Reader submitted articles should conform to the subject matter we are interested in (See below). 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 **Style** below.

SUBMISSIONS

We accept articles from our readers in the following categories: Masonic news and current interest, book reviews, and awards and achievements. Because our staff is comprised of volunteers, **time constraints do not allow us to accept non-electronic copy**. We simply do not have the time to re-type handwritten or type-written stories we receive by US Mail. *The Kansas Mason* uses Microsoft Word (Version 7), and we prefer submissions in that format for editing reasons.

Please be aware that two types of articles have become clichés in Masonic newsletters:

- Generational Masonry — We want to engage readers in Masonic news and current interest short articles. With that in mind, we would encourage you to develop a primary theme other than *Grandson Joins Grand Dad's Lodge*.
- Pins & Grins — Masonic publications are overrun with award stories. Although we have an honors and awards department in the newsletter, it is small and hits the high points only. To be blunt: ***The Kansas Mason* must publish stories other than awards stories if it is to survive.**

DEADLINES

The Kansas Mason is published quarterly on the 15th of February, May, September and December. Deadlines for submission are thirty (30) days prior to publication deadline. Deadlines for writers are as follows:

Spring Issue: January 15

Summer Issue: April 15

Fall Issue: August 15

Winter Issue: November 15

Deadlines are absolute.



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 points below.

QUERIES

A query is a written proposal outlining a proposed article, and providing us with a short (one paragraph) summary of the topic saving our all-volunteer staff from having to read submissions in their entirety. Please do not send us your manuscript until specifically asked to do so.

News and current events queries should be sent to the editor: editor@kansasmason.org

Proposed book reviews should be sent to: reviews@kansasmason.org

Questions for the Questions Answered column should be sent to: questions@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:

Michael Halleran, Editor, editor@kansasmason.org

Howard Duncan, Book Review Editor: reviews@kansasmason.org

Nolan Sump, Questions Editor: questions@kansasmason.org

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 convenient telephone number on the first page, top left.
2. Manuscripts should be submitted in **Microsoft Word**.

NOTE WELL: Our editing process makes use of the *comments* and *track changes* features in Microsoft Word. **You must use that feature in receiving edits from us, and you must return the copy with each of our edits either accepted or rejected. Our volunteer staff unfortunately do not have the time to both suggest and type edits on your submissions and then make the final changes. Authors who received marked-up text must address each change themselves, accepting or rejecting it before sending it back to the editor.**

A Microsoft training video on these editing features is enclosed here:

<http://www.youtube.com/watch?v=rdlYEir1nJo>

It is short and worth watching.

Use the following guidelines to ensure that the electronic manuscript you submit to us will be ready to edit without further ado:

- All manuscripts should be set in 12-point Times Roman. Use the same typeface, or font, throughout the entire manuscript. If a second font containing special characters not available in standard typefaces is used, please alert your editor.
- Your manuscript should be double-spaced throughout.
- No columns.
- **DO NOT JUSTIFY YOUR TEXT.** All text should be **FLUSH LEFT.**
- 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).
- Do not use the space bar to achieve tabs or indents or to align text.
- Do not use the automatic hyphenation feature. There should be no “optional” hyphens in your manuscript.
- Do not assign “styles” to achieve different formats for subheads, block quotes, paragraph indents, etc. The default, or “normal,” style should be the only style in your manuscript.



3. Grammar and mechanics should follow current *Chicago Manual of Style* guidelines.

4. News stories and book reviews should keep the readers focused on the topics of the articles — Freemasonry and the fraternal experience, not the writer. 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] should never be used. Instead use “the reader will notice” [third person].

5. 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.

6. 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, write out the term for the symbols as well. For example, write: the temperature was 45 °, or *forty-five degrees*; \$20 or *twenty dollars*. 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, compounds with a number as the first element, and the written form of fractions.
- **Ordinal numbers.** Follow the general rules as for other numbers. For example, write: “The window for applications was the third to twenty-third of August.” But use numerals with ordinal numbers above one hundred. For example, write: “Haile Sellassie I was the 225th Emperor of Ethiopia.”
- **Centuries.** Write out references to centuries, the eighteenth century, the twenty-first century, in lower cased letters.
- **Fraternal titles** can be cumbersome. Do not use “M.:W.: or “Most Worshipful” when identifying a Grand Master. 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.

BOOK REVIEW STYLE

1. Book reviews have their own style points, as follows:

- All book reviews to be in Microsoft Word format.
- Use 12 pt, Times New Roman font
- **DO NOT JUSTIFY YOUR TEXT.** All text should be **FLUSH LEFT.**
- The title of the review is the Book Title (do not include subtitles) followed by book author's name.
- 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 on subsequent occurrences.
- Reviewer is responsible for a cover shot. Cover shot must be camera ready (that is, free of any other superfluous graphics like Amazon's "Look Inside" caption)
- Book reviews should not exceed 500 words.
- By-line: Reviewer's name and mother lodge occurs at the end of the review (e.g. Reviewed by Joe Jones, Anytown Lodge No. 1
- Book info appears following the review in this order:
 - publisher name, page count,
 - hardcover (\$0.00), paperback (\$0.00) and Kindle edition (\$0.00). If no hardcover or Kindle, omit.

Example:

Reviewed by: J. Howard Duncan, Lawrence Lodge No. 6
Ballantine Books, 496 pages
Paperback \$9.99; Kindle Edition \$7.99

CONCLUSION

We are looking for highly informative articles about Masonry, well written, and needing only minor revision. We assume all proposed articles, reviews, and illustrations submitted are original and 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 .

15 April 2010
Rev. 19 Apr 2011

Summer 2011

BOOK REVIEWS

THE RED TRIANGLE - A HISTORY OF ANTI-MASONRY

By Robert L. D. Cooper

A serious scholarly work (with 12% of the pages devoted to bibliography and endnotes), *The Red Triangle* is probably the best and most comprehensive review of anti-Masonry ever written. The author, Robert L. D. Cooper, Curator of the Grand Lodge of Scotland Museum and Library, brings his perspective to bear on the history of anti-Masonry or Masonophobia.

Cooper personally observed Masonophobia in Scotland from 1990 - 2005 generated by the media. As a result laws were passed requiring elected and appointed public servants to declare or deny their Masonic connection. History from Nazi Germany demonstrates that requiring Masonic membership to be publicly registered can only be seen as a precursor to persecution. The newspapers conducted surveys of Scottish Parliament members regarding their opinions on the "evils" of Masonry. The replies were a case study of "walking on eggshells" not unlike the American politicians responding that yes indeed in their inquisitive youth they did try marijuana but they didn't inhale. Cooper writes that the Scottish registration requirement finally ended when the European Court of Human Rights rendered judgment that Freemasonry is a legitimate institution, not a criminal organization.

The book's title comes from the red triangle symbol which the Nazi regime used on the concentration camp uniforms of Masons who were deemed to be political enemies. Other color triangles were used to identify Jews, Jehovah's Witnesses and gypsies, among others. Cooper noted that an estimated 80,000 Freemasons lost their lives in the 1930s-40s solely because of their fraternal membership; most of them at the hands of Hitler's Germany, but others also in Franco's Spain, Stalin's Russia, and Mussolini's Italy.

A valuable resource for the serious student of Masonry, *The Red Triangle* discusses the wide spectrum of motivations which fuel the anti-Mason and how Anti-Masonry is changing in our modern world.

Review by J. Howard Duncan, Lawrence Lodge No. 6
Lawrence Masonic Publishers, 2011,
311 pages, ISBN 978 0 085318 332 7
This very nice book is available from Barnes and Noble at a list price of \$29.99 and a member price of \$19.37.

MARK A. TABBERT, MUSEUM AND MEMORIAL: TEN YEARS OF MASONIC WRITINGS

By J. Howard Duncan

Mark Tabbert has a one-of-a-kind set of credentials. He has a Master's degree in American History and Museum Studies, has served as Curator at the Scottish Rite Masonic Heritage Museum in Lexington, Massachusetts, and is presently the Director of Collections and oversees the library and museum at the George Washington Masonic National Memorial. His first book, *American Freemasons*, provided an in-depth look at prominent members of the Craft in North America and is a staple of Masonic bookshelves. Given those credentials and the title of his latest book, *Museum and Memorial*, one would expect the book to be about George Washington and Masonic History, along with Masonic exhibits and artifact management. And it is to a large degree, but by far the most interesting part of the book are his other writings which present his plan for a drastic and comprehensive reorganization of American Freemasonry.

Tabbert has a very keen and analytical mind. He also has a remarkable wealth of opinions about Masonry and a compulsion to share them. The likelihood of you agreeing with all the details of his recommended restructuring of American Freemasonry is about similar to your ability to swallow a dry chicken bone. But there is value in his writing as it stimulates Masons to cogitate about their fraternity and the rather dim view forward.

His most interesting proposal for blue lodge Masonry is to create Lodges of the Inactive where Brothers would be assigned after missing a specified number [1/4 to 1/3] of the meetings during a year. Such lodges would meet monthly to instruct lapsed or rusty brothers. All Masons, from the youngest Apprentice to the most senior Past Grand Master, would be subject to assignment to a L.O.L. and could not attend other Masonic meetings such as those of Scottish and York rites until re-qualifying for resumed membership in his mother lodge. This proposal was intended to correct the fact that approximately 80% of Masons do not attend their lodge.

The Tabbert plan would have both Blue and Grand Lodge officers serve two-year terms with eligibility to be elected for up to five terms. The voting members of Grand Lodge should be limited to the (See MARK A. TABBERT, pg. 11)