

POWERSHIPS EDITORIAL GUIDELINES AND STYLE NOTES

Vision

Through recording, preserving, and educating, the mission of the Steamship Historical Society of America, established in 1935, is to share the impact of engine-powered vessels, their crews, and their passengers with future generations. Our full-color quarterly magazine, *PowerShips* (formerly “Steamboat Bill”), sets the standard for presenting in-depth stories on all types of engine-powered vessels, ranging from classic ocean liners and vintage river sternwheelers to modern cruise ships and hardworking freighters and harbor tugboats.

Submission of Articles

SSHSA encourages everyone in the maritime community to submit articles for publication. If you have an idea for an article, submit it to editor@sshhsa.org, and we’ll review it and let you know if we’re interested in your topic (we consider whether it will appeal to our readers and whether we’ve published a similar article recently).

In writing your article, it’s critical that you follow the writing guidelines and style notes below. Articles not following those guidelines will be returned for resubmittal. When you submit your article, please include a completed Editorial Submission Form/License Agreement (shiphistory.org/contribute-to-powerships/).

Your article must be in Microsoft Word format, between 1,200 and 4,000 words in length, and double-spaced. Also include a paragraph or two of biographical information about you and, if relevant, your co-author(s).

Photos are critically important in supporting your article. If your article is accepted for publication, you will be asked to submit high-resolution digital photos (3 to 4 for every 1,000 words) along with captions and a head-and-shoulders photo of the author(s). Color photos are preferred, but black and white photos are acceptable.

Review of Submitted Articles

A group of knowledgeable volunteers assist SSHSA in evaluating all submitted papers. All submissions are subject to editorial review and changes by SSHSA. You will be notified whether your article has been accepted, usually in 2 to 3 months, and when it might be



published.

Submitted materials are evaluated on the following criteria:

- Usefulness – how much it helps the community advance its knowledge of maritime history
- Originality of material
- Its appeal to SSHSA members and *PowerShips*' audience
- Whether the writing is interesting, efficient, and not repetitive and follows the author style guidelines
- Whether the material is covered in adequate depth

Disclaimer

SSHSA neither approves nor disapproves, nor does it guarantee the validity or accuracy of any data, claim, opinion or conclusion presented in *PowerShips*.

Licensing

Accepted authors will need to sign a license agreement allowing SSHSA to use the material, prior to the editing process. The Editorial Submission Form/License Agreement can be found at shiphistory.org/contribute-to-powerships/.

Writing Guidelines

All submissions are reviewed first and foremost based on content and relevance to maritime heritage of engine-powered vessels, legendary passengers, and hardworking crews — but authors are still expected to make the information compelling and easy to digest. You may not be a professional writer, but following these simple dos and don'ts will help you get your material published in *PowerShips*:

- Think about your target readers (primarily members of SSHSA) and write appropriately for them.
- Include the latest information available on your topic. Briefly discuss why the information presented is important to *PowerShips* readers.
- Be considerate of your reader's time constraints. Be efficient and concise while providing details that are important to the reader. Emphasize the practical and illustrate it with specifics. Avoid repetition.
- Follow the Style Notes at the end of these guidelines: Use of a common style sheet throughout *PowerShips* will enhance reader experience.
- Repackage press releases or promotional copy. SSHSA seeks to steer clear



of commercialism and self-promotion. The aim of your article should be to educate and inform the reader rather than to promote an organization, the author, a product, or a service.

- Provide attribution where appropriate. SSHSA will accept previously published material if it is relevant to audience needs, but it must be properly attributed. The correct attribution must appear in the submitted material.
- Cover your topic in-depth, but don't try to cover every aspect of a very broad topic. It's much more interesting and useful to detail a smaller topic from as many angles and as deeply as possible.

Image Guidelines

- SSHSA prefers to receive digital images of photographs, charts, illustrations, and other graphics such as posters and printed promotion pieces that will accompany articles. Adobe Illustrator, Photoshop, and InDesign files are preferred.
- Images may be provided in .jpeg or .tif file formats at high resolution (300 to 600 dpi). Vector-based graphics in .eps format are acceptable for some illustrations, logos, charts, and tables.
- Images from the Internet are sometimes acceptable. They must be large images (2,000 pixels or more) and either be in the public domain or licensed for reuse under Creative Commons and credited appropriately.
- Image files may be submitted on CD-ROM or simply sent by email as attachments. Extremely large photo files should be sent two or three per e-mail to avoid rejection by email servers or placed in an online file hosting service such as Dropbox for us to download. If digital images are not available, high-quality photos must be printed on glossy paper. All submitted images accepted for publication will be scanned by SSHSA to create digital files. Slides are not acceptable. Original images can be returned to the author upon request.
- Include captions that can be easily matched to the images. Proper credit lines must be provided. If an illustration is from a museum or other outlet where written permission for its use is required, a copy of that written permission must accompany the illustration.
- Send images or notification that images are awaiting download from a file hosting service to editor@sshhsa.org or mail to Jim Pennypacker (address below).



Permissions

The author is responsible for getting permission to reproduce any material (words or images) previously published or copyrighted by others. Licenses or restrictions should be clearly specified.

Style Notes

SSHSA adheres to the style guidelines of *The Chicago Manual of Style* except where noted.

Submissions should be written in US English for consistency of style. However, writing should avoid country-specific idioms or analogies. For example, use of US sports jargon would not be understood by many readers from outside of the United States. Even the use of the term “America” should be avoided because residents of Canada and Latin America, not just the United States, call themselves Americans.

Punctuation:

- Use the oxford comma (ship one, ship two, and ship three)
- Punctuation, such as commas and periods go inside quotation marks; colons and semi-colons go outside; exclamation and question marks go outside unless they are part of the quote (““John is coming over later,” Harry said.” “John is coming over later!” Harry exclaimed” “John is late”!”)
- Put book titles and magazine titles in italics; articles in quotation marks; websites in Roman type without quotation marks; web pages and blogs in Roman type with quotation marks
- Plurals – Never precede the letter “s” with an apostrophe (dos and don’ts)

Locations: Spell out locations. Include country or state unless the location is well known or can’t be confused (New York; Portland, Oregon; Port of Algeciras, Spain). Non-global organizations should be identified by headquarters location and, where appropriate, people should be identified by organizational affiliation and title. Spell out state unless in a list; if not at the end of a sentence use commas before and after state (found in city, state, and also...)

Numbers: Generally, spell out one through ninety-nine; use figures for 100 or above and whenever preceding a unit of measure (nine sailors; 8-ft deck; 6 percent; \$5, 27 years) or used in tables; use commas for numbers greater than 999 (1,000)



Measures:

- Foot – Use ft; hyphenate adjectives (250-ft vessel); spell out as noun (350 feet)
- Percent – Spell out “percent” unless in table format when using “%” is appropriate
- If non-US measures are appropriate for the story (length, weight, speed, volume and temperature), provide the US equivalent in parentheses: 10 meters (32.81 feet)

Technical Terms:

- Horsepower – Use hp; hyphenate adjectives (250-hp vessel); space as noun (350 hp)
- Gross tons – Use gt; hyphenate adjectives (250-gt vessel); space as noun (350 gt)
- Gross registered tons – Use grt; hyphenate adjectives (250-grt vessel); space as noun (350 grt)
- Metric tons – Spell out (metric tons instead of tonne)
- Class – Hyphenate as adjective (something-class vessel); lowercase “c”

Dates:

- Day – Use Arabic figures without st, nd, rd or th (November 12 not 12th)
- Month/day or year – Spell out month, no comma between month and day or year (November 12, November 2015)
- Month/day/year – Spell out month, separate year with commas (November 12, 2015,)
- Decades – 70s or 1970s

Times/Time Zones: Use figures except for “noon” and “midnight.” Use a colon to separate hours from minutes (11 a.m., 1 p.m.; 9–11 a.m.; 9 a.m. to 5 p.m.). Capitalize the full name of the time zone (Eastern Standard Time; Greenwich Mean Time)

Phone Numbers: For US numbers, use figures separated by hyphens (401-274-0805); for international numbers use country code, city code, and telephone number (44-20-7535-1515)

Currency: If other than US dollars, specify – euros, British pounds, Australian Dollars, Canadian Dollars, etc. – and provide conversion to US dollars in parentheses (the trip cost \$20 Australian (\$13.98); €20 (\$20.98); £20 (\$25.43))



Capitalization: Use capitals sparingly. Lower case terms that aren't specifically names, including technical terms, position titles (unless they appear before a name – the captain, but Captain James Monroe)

Acronyms: Spell out on first use with acronym in parentheses. For example, Historic Naval Ships Association (HNSA). However, SSHSA can always be used as an acronym.

Abbreviations: Omit periods from all caps abbreviations (US, UK, PhD, NASA)

Vessel Names: Current vessel names are spelled in italics, including U-boats (*U-134*). If the vessel's former name is also cited, follow the current name with a lowercase "a" and parenthesis and then the former name, in italics. For multiple former names, present them in order from the oldest name to the most recent former name. For example, *Rotterdam a) Rembrandt b) Rotterdam II*. Do not italicize punctuation following ship name (*Ship Name's; Ship Name,*)

Vessel class names: If the vessel class is named after a ship, italicize the ship name but not the word "class" (*Nimitz-class ship*)

Vessel names in societies, foundations, etc.: Spell the name of the society as the society spells it and only italicize the ship name if they do (S.S. Canadiana Preservation Society)

URLs (web addresses): Use URLs sparingly in text. Our preference is that they are to be placed at the end of an article. Always list the full URL minus http://www – for example, shipisory.org/collections.

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