CSMMI
CANADIAN SOCIETY OF MILITARY MEDALS & INSIGNIA

The CSMMI Journal
Publication Submission Guidelines   rev. January 11, 2024

Overview

The Canadian Society of Military Medals & Insignia (CSMMI) is an organization open to all interested in pursuing the hobby of studying, collecting and trading military medals, badges and insignia. Since its founding in 1965, the Society encourages members to share their original research and stories about their collecting to expand the knowledge of its members and the general public. The CSMMI Journal is the Society's platform to publish articles, book reviews and related information. Below, you will find guidelines for submitting your piece to the editorial team.

Invitation

Articles Wanted. You do not need to be an author, you just share your knowledge, or history; tell a story about a great find, artifact, or a person. Submissions are open to members and non-members who desire to be published. Articles must fall within the Society's aims and objectives.

The Journal

The CSMMI Journal strives to publish 4 issues per year (quarterly). The format is a 5 1/2" x 8 1/2" booklet, full colour, with pages varying from 32 to 42 pages in length. It is distributed in print and digital (pdf) format to Society members. Past issues are posted on the Society website at www.csmmi.com.   See https://csmmi.com/journal/ to view past issues.

Society Aims & Objectives

The Canadian Society of Military Medals and Insignia (CSMMI) was founded on March 21, 1965 for the purpose of advancing the study of military orders, decorations, medals, insignia, accoutrements, documents and all related militaria. The Society seeks to encourage popular interest and to gather and publish information in all matters related thereto, along educational and historical lines. It also seeks to foster preservation of such honours, awards, insignia, and items of military interest for future generations.

The CSMMI Journal
Publication Submission Guidelines

STYLE & FORMAT GUIDELINES

Author
Provide your name in the style that you would like it published and include your CSMMI membership number, if applicable.

Language
Manuscripts must be submitted in English.

File format
Manuscript files should be in one of the following word processing formats: Microsoft Word (DOC, DOCX) or Rich Text Format (RTF). Microsoft Word documents should not be locked or protected. Document formats in PDF or JPG are not acceptable. InDesign documents are acceptable if document is "Packaged" after completion, in order to include images and fonts. Send the folder with all of the files the package makes, including the pdf.

Length
Manuscripts can be any length, but the main text should be no more than 6000 words (not including references and image captions). Typically, articles range from 250 to 3000 words. There are no restrictions on the number of images. Articles greater than 3500 words in size may be split into parts, by the editors, and published in multiple issues. We encourage you to present and discuss your research and stories concisely.

Fonts
Use a standard font size and any standard font, except for the font named "Symbol". To add symbols to the manuscript, use the Insert → Symbol function in your word processor or paste in the appropriate Unicode character. Recommended fonts are Arial, Calibri, Helvetica, and Time New Roman and font size for the body is 11 or 12 point.

Headings
Limit manuscript sections and sub-sections to 3 heading levels. Make sure heading levels are clearly indicated in the manuscript. Shorter titles are recommended.

Layout & spacing
Manuscript should be double-spaced. Do not format text in multiple columns.

Page and line numbers
Page numbering is optional. Line numbering is not required. If provided, page numbers should be in the footer of the document

The CSMMI Journal
Publication Submission Guidelines

Footnotes
Footnotes should be provided at the end of the article, referencing the original sources or research by others.

Abbreviations
Define abbreviations upon first appearance in the text. Do not use non-standard abbreviations unless they appear at least three times in the text. Keep abbreviations to a minimum.

Images
Articles are enhanced with clear pictures/images to illustrate the information presented. If authors embed images into the document, be aware that applications typically flatten and reduce the image resolution making the quality considerably inferior for print publication. You must provide all images in hi-resolution as separate files in one of the following formats: JPG (preferred), PDF, TIFF, EPS. Note where to insert an image into the body of the manuscript text. For example, use...   (Insert picture 1) or (*** image 1).

Clearly label each image file with a number to correspond with the placement point in the manuscript.

Images shall be at a high resolution to meet print quality requirements. Minimum 1Mb file size or 300 dpi (dots per inch).

Images provided at a lower resolution may NOT be accepted, if the print quality will be reduced so much that the image is pixelated.

Credit each image. If by the author, indicate "Author's collection" or use your name. If taken from another source, provide appropriate credit.

Provide a caption for each image.

Figures and table

Any figures and tables must be in PDF or JPG format. Figures and tables should be designed such that all information, including text, is legible when reduced in size to fit the Journal page size of 4 1/2" wide by 7 1/4" tall. Minimum image resolution of 300 dpi (dots per inch).

The CSMMI Journal
Publication Submission Guidelines

Advertising & Classified Ads

There are opportunities to advertise your business and/or post a personal ad in the classified section in the Journal. See the published rate card for size, current costs, and submission requirements. Advertisers should contact the Journal advertising representative listed at the end of this guideline. Design services are available.

Editorial Privilege

The Editors reserve the right to correct factual content and make edits to articles, such as, but not limited to, correcting typographic errors, revising sentence structure and word agreements, altering quotations and numbering to have a more consistent style within the Journal, and writing image and figure captions when none are provided. All edits are submitted to the original author for review.

The editors reserve the right to reject any submission deemed to not meet the Society aims and objectives.

Contacts

Lawrence Stasiuk, Journal Co-ordinator
l_stasiuk@yahoo.com

Submissions may be sent to:

CSMMI general   info@csmmi.com
Bill Alexander   alexanderrw@gmail.com
Lawrence Stasiuk   l_stasiuk@yahoo.com

Journal Advertising
David Hiorth   info@militaryantiquestoronto.com

Classified Advertising
Ken Keegan   bcatp8@hotmail.com

Layout & Production
Irene Romagnoli   romagnoli.irene@icloud.com