CONTRIBUTOR GUIDE

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A guide to assist contributors to Solomon.

Summary

A guide designed to assist contributors to Solomon and provide continuity of layout across the whole library; including simple within it a style guide.

It includes a Submission form designed to accompany the document submitted for inclusion into Solomon - **See Appendix**.

Keywords

Provinces, Style, Guide, Layout, Font, Contributor

Style

All the material received will be assessed for its suitability, and will in all probability be edited, or be turned into another format. Hence a paper may become a nugget, or vice versa, or be delivered in a different form, e.g. an audio, video, or podcast. Thereafter it will be formatted into a 'house style' and copyrighted to Solomon; though attributed to a its author, or Province.

As most submissions are intended for oral delivery, please keep them simple and direct, and ideally write in the 'third person'. The documents already in Solomon were re-formatted in the style of a newspaper, rather than that of a text-book, so as to make them 'easy-reading'. So please try and write for this wider audience, by keeping everything clear and simple.

Try to be as generic rather than Provincial; given our audience will be world-wide. Similarly, remember to be 'politically correct' i.e. gender not sex, and please don't use inappropriate epithets, or express personal, political or religious opinions, or make discriminatory/derogatory comments. None are in keeping with the style and tone of Solomon and where found they will have to be edited out.

Keep their length appropriate to their intended usage, i.e. a nugget should be read in about five minutes, a paper in ten to fifteen minutes, and a presentation in 20-30 minutes.

Above all, make sure the document is relevant, interesting and vibrant. If you have a look in Solomon you will soon get the feel for content, length and style appropriate to the site.

Copyright, Editing, and Formatting

All the material sent to Solomon should be free from copyright and properly attributed. It may need the author's or publisher' permission to use either significant sections of text, or a picture, image or symbol. If in doubt, please inform the editing team so that any necessary enquiries may be undertaken, and if you know the book or article it was extracted from and the publisher, that would be a great help.

As the author or contributor, you will be asked to complete a form to provide the Solomon Team with contact details, information as to provenance, and you will later be required to sign document relating to copyright; without which the document cannot be published.

The process is not onerous, but necessary. It is important to safeguard the authors' intellectual property, and of course, Solomon. When the process is completed, contributors will be informed, and the date of publication advised. It will then be shared with others; read and reviewed, and hopefully performed in Lodges and Chapters the world over, adding to our daily advancement in Masonic knowledge.

Style Guide

Margins: Narrow.

Orientation: Portrait.

Text: Calibri body, 12 point, black (left-justified).

Paragraphs: One line left blank between paragraphs.

Indentation: No indentation on first line of a paragraph; though you can use an indent for a block quotation, or list.

Capitalisation: Never use 'ALL CAPS' or 'Small Caps' and only capitalise where absolutely necessary, but always capitalise names and titles, unless the correct use of the name requires otherwise.

Objects and items of importance and significance should be capitalised e.g. Plumb Rule, Level, Volume of the Sacred Law. Especially when referring to them specifically and in a Masonic context. Definite and Proper Articles should always be capitalised, Indefinite Articles should be lower case.

Companion, Brother, Grand Lodge etc. should always be capitalised.

Bold & Italics:

Use **bold** sparingly for headings and the like; not within sentences for emphasis.

Use *italics* to flag part of your text that is different from that surrounding it, such as in a '*quotation*' (see post) and for the title of a book, journal, article, play, film, or musical work, etc.

Signs of Recognition, Passwords and Extracts from Ritual:

Should not be included in full, when clearly identifiable as a sign of recognition e.g. B… , J….. ; or a password e.g. Sh……th. Though they may be used in full when describing a person or object such as an Assistant High Priest, or a Pillar.

When referencing extracts of Craft ritual 'Emulation' should be referenced and 'Aldersgate' from the Royal Arch unless the particular piece does not exist. If 'Emulation' or 'Aldersgate' cannot be referenced then it must be stated which Ritual workings are being referenced. The text should be used verbatim and not paraphrased.

There are some cases when these words will be used in their original Biblical and or Historical context in which case it is appropriate to write them fully.

References:

The name of the author, the title of article or book, the publication and date (in parentheses) and, where appropriate, the page number(s), e.g. p21 or pp5-8.

Example: D. Knoop, G. P. Jones & D. Hamer, (1963) '*The Early Masonic Catechisms*', Second Edition, Manchester University Press, pp20-21. They should be collated at the end of the document or referenced via Endnotes using the number format, i.e. [1][2][3].

<u>Harvard Referencing</u>

When referencing material the Harvard Referencing system should always be used e.g.

Last name, First initial. (Year published). Title. Edition. (Only include the edition if it is not the first edition) City published: Publisher, Page(s).

If the edition isn't listed, it is safe to assume that it is the first addition, and does not need to be included in the citation.

E.g. One author AND first edition:

> Patterson, J. (2005). Maximum ride. New York: Little, Brown, pp. 5-20.

E.g. One author AND NOT the first edition

> Dahl, R. (2004). Charlie and the chocolate factory. 6th ed. New York: Knopf.

Harvard Referencing can be applied to non-print material, please see http://www.citethisforme.com/harvard-referencing for more information.

<u>Referencing Images</u>

When referencing images the image provider will often provide the preferred reference style they wish used, in all cases this should be used over Harvard Referencing.

<u>Biblical References</u>

As there are several versions of the Bible in existence e.g. Good News Bible, Study Bible, King James Bible etc. When quoting Biblical passages it is always preferable to use the King James Bible unless the wording used does not exist in this version, in which case the version used should be cited using Harvard Referencing (*see above*).

Miscellaneous:

<u>Circa</u>

The abbreviation c. (followed by a space and not italicized) is preferred over circa or ca.

Quotations:

Use single quotation marks (') for direct speech, *with quotations differentiated by being in italics, and in the case of a block quotation indented for effect*.

Whilst accuracy is essential if the original quotation has spelling mistakes these should be reproduced as well with the *[sic]* citation after the word or phrase.

If sections of text or words have been removed from the quotation these should be replaced with an ellipsis … any text that is altered should be contained within square '**[ ]**' brackets. e.g.

> Gertrude asks her son Hamlet to '*cast [his] nighted colour off*' (1.2.68).

Copyright Notices:

When using material from UGLE or the Library and Museum please remember to clearly display the following copyright notices.

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United Grand Lodge of England - © UGLE

Copyright notices should also be displayed for other material including 'Public Domain' works. Display and usage of 'free' works is often dependent upon correct attribution of the work. Consult the copyright notice associated with the individual piece for more information.

Consult the separate '**Copyright**' (https://solomon.ugle.org.uk/pluginfile.php/54329/mod_page/content/2/CD%20-%201042a%20-%20Copyright.pdf) *and* '**Copyright - Sourcing Images for your Presentations**' () - *for more information.*

Numbers:

You should always hyphenate numbers when you are describing compound numbers between 21 and 99 (except 30, 40, 50, 60, 70, 80 and 90).

> e.g. The bingo caller pulled a ball from the machine and announced: "Two little ducks, twenty-two."
>
> There were over one hundred people in line for the concert.
>
> A total of two hundred and fifty-five people participated in the survey.

When listing long strings of numbers or large figures it is always preferable to write them as digits.

Measurements

Metric measurements should be used wherever possible.

However due to the comparative nature of many of the measurements within Masonic references e.g. cubits, it may be preferable to use imperial measurements.

'The Paper – Building King Solomon's Temple' provides an excellent example of many different measurements within varying contexts.

Dates:

Put the date before the month and don't use the 'th' superscript, e.g. 13 April 2018, except for centuries, e.g. 17th century.

Bullets and Numbering:

Default settings in Windows (change in list level)¬ and align them with the tab stop settings.

Parentheses, Dashes and Hyphens:

Use parentheses (brackets) in place of a pair of dashes or commas around a non-defining phrase (i.e. one which adds extra information, translations, dates, explanations, definitions, or biblical references.

Use dashes sparingly and singly - surrounded by spaces.

Hyphenations *(see also Numbers (above))*

In compass points (unless used geographically rather than as directions):

> They're heading south-east.
>
> nor'-nor'-east.
>
> The southwest is a popular holiday destination.

When adding a third point, add a hyphen between the first two:

> Isaac was moving north-northwest at 12 mph.

Contractions and Acronyms:

Contractions - omitting letters from the middle of the word, e.g. Mr and Dr and The Rev, and is applied to honours etc. e.g. PAGDC, PPGSuptWks.

Acronyms - the initial letters of words, written as a string of upper-case letters, e.g. Worshipful Master - WM, United Grand Lodge of England - UGLE. When using an acronym that may be unfamiliar to the reader, give the phrase in full on first use, followed immediately after by the acronym in brackets, then use the acronym only.

Masonic Prefixes

Craft	Royal Arch
Bro	Comp
W Bro	E Comp
VW Bro	ME Comp
RW Bro	
MW Bro	

All should be listed without full stops.

Post Nominals

Should always be displayed in italics separated by a comma for each award or title, the commas themselves, however, should not be italicised.

e.g. *KG*, *GCMG*

Titles and Styles

Non-masonic Titles should not be affected by Masonic Titles other than 'The' changing to lower case. E.g. The Rt Hon / W Bro the Rt Hon.

Masonic Titles and Ranks should be able to 'fall off' rather than be inserted into the existing naming convention of the individual concerned e.g. MW Bro [HRH The Duke of Kent, *KG*], GM

Accepted abbreviations for Masonic Ranks

Craft

Grand Master – GM

Pro Grand Master – ProGM

Deputy Grand Master – DepGM

Assistant Grand Master – AGM

Metropolitan Grand Masters – MetGM, London*

Provincial and District Grand Masters – ProvGM, Berkshire / DistGM, Ghana*

Senior Grand Warden – SGW

Junior Grand Warden – JGW

President of the Board of General Purposes – PresBGP

Grand Chaplain – GChap

Grand Registrar – GReg

Grand Secretary – GSec

Grand Chancellor – GChan

President of the Masonic Charitable Foundation – PresMCF

Deputy President of the Masonic Charitable Foundation – DepPresMCF

Past President of the Grand Charity – PPresGCharity

Past President of the Royal Masonic Trust for Girls and Boys – PPresMasTrust

Past President of the Royal Masonic Benevolent Institution – PPresRMBI

Past President of the Masonic Samaritan Fund – PPresMSF

Grand Director of Ceremonies – GDC

Grand Sword Bearer – GSwdB

Grand Superintendent of Works – GSuptWks

Grand Inspector – GInsp, Malta*

Grand Treasurer – GTreas

Deputy Grand Chaplain – DepGChap

Deputy President of the Board of General Purposes - DepPresBGP

Deputy Grand Registrar – DepGReg

Deputy Grand Secretary – DepGSec

Deputy Grand Chancellor – DepGChan

Deputy Grand Director of Ceremonies – DepGDC

Deputy Grand Sword Bearer – DepGSwdB

Deputy Grand Superintendent of Works – DepGSuptWks

Grand Orator – GOrat

Senior Grand Deacon – SGD

Junior Grand Deacon – JGD

Assistant Grand Chaplain – AGChap

Assistant Grand Registrar – AGReg

Assistant Grand Secretary – AGSec

Assistant Grand Chancellor – AGChan

Assistant Grand Director of Ceremonies – AGDC

Assistant Grand Sword Bearer – AGSwdB

Assistant Grand Superintendent of Works – AGSuptWks

Grand Organist – GOrg

Grand Standard Bearer – GStB

Assistant Grand Standard Bearer – AGStB

Deputy Grand Organist – DepGOrg

Grand Pursuivant – GPurs

Assistant Grand Pursuivant – AGPurs

Grand Steward – GStwd

Grand Tyler – GTyler

Royal Arch

First Grand Principal – 1stGPrin

Pro First Grand Principal – Pro1stGPrin

Second Grand Principal – 2ndGPrin

Third Grand Principal – 3rdGPrin

Metropolitan Grand Superintendent – MetGSupt, London*

Grand Superintendent – GSupt, Berkshire*

President of the Committee of General Purposes – PresCGP

Grand Registrar – GReg

Grand Scribe E – GSE

Grand Scribe N – GSN

Grand Director of Ceremonies – GDC

Grand Sword Bearer – GSwdB

Grand Inspector – GInsp, Malta*

Grand Treasurer – GTreas

Deputy Grand Registrar – DepGReg

Deputy Grand Scribe E – DepGSE

Deputy Grand Director of Ceremonies – DepGDC

Deputy Grand Sword Bearer – DepGSwdB

Principal Grand Sojourner – GSoj

First Assistant Grand Sojourner – AGSoj

Second Assistant Grand Sojourner – AGSoj

Assistant Grand Scribe E – AGSE

Grand Standard Bearer – GStB

Grand Organist – GOrg

Assistant Grand Director of Ceremonies – AGDC

Grand Janitor – GJan

Whilst the Rank is abbreviated the name of the Area should always be written in full.

For Past Ranks add P before the abbreviation.

In Provincial or District Grand Ranks, 'Provincial' or 'District' should be abbreviated to 'Prov' (or when space is limited 'Pr') or 'Dist'.

The prefix 'Most Excellent' is attached to the titles but not to the names of Grand Superintendents in and over Metropolitan Areas, Provinces and Districts.

Language:

When spell checking UK English should always be used. British English variations of words (unless quotations) should always be used.

Acknowledgement:

UGLE gratefully acknowledges the IDG Learning & Development Project Group for submitting this item and for granting permission to include it in this learning environment, and William Halsey for the subsequent work to update the document.

Disclaimer:

The views or interpretations contained in this document are those of the author. UGLE recognises there are many different interpretations of ritual, symbolism and history. It does not endorse the contents of this document or of any external websites linked to within the document.

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APPENDIX: SUBMISSION FORM

Contact details:

Name:	
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Telephone:	Date:
Document Title:	

Subject Area:

I have complied with the requirements set out in the 'Contributor Guide' and ask that the attached.
Document be considered for inclusion into Solomon under the subject heading below (ticked).

☐ About Freemasonry	☐ First Degree	☐ Second Degree	☐ Third Degree
☐ Installed Master	☐ Royal Arch	☐ History of Freemasonry	☐ Lodge Matters

Brief Description of the Subject Content:

Please forward the completed form to: Content Administration - content.solomon@ugle.org.uk