

# ARRL Author's Guide: Club Column

*Revised April 18, 2022*

*QST* is excited to be offering readers a column dedicated entirely to clubs. This new column, written by clubs, for clubs, is a space for you to share specific and practical ideas about what has contributed to your club's success to help other clubs grow and thrive. If yours is doing exciting things within the amateur radio community, we want to hear from you!

Please follow the guidelines below for your manuscript submission, and fill out the *required Club Profile Form* at the end of this document (submissions are not complete without the form).

## Getting Started

We look for a strong "how-to" component in all articles. If your club's booth was busy at the state fair, readers want to learn about what led to you achieving that success: How your group managed the flow of visitors, how you recruited and trained booth staff, what sort of follow-up you did with the people interested in getting licensed, and so on. Readers should gain specific ideas about how to duplicate your success.

We do accept topic queries, but please be advised that while the editors of *QST* are able to give general advice, they can't predict whether an article resulting from a query would be accepted for publication.

Some additional advice on how to focus your articles:

- Present a project or idea that is useful and engaging to most hams and clubs, such as an informational packet your club created that has successfully gotten new hams on the air.
- Write in a natural, conversational style.
- Tell an engaging story. If you're writing about an event your club attended, give the reader a sense of what it was like to be there, and share your successes and challenges.

## Preparing Your Manuscript

When preparing your electronic manuscript, please observe the following guidelines:

- (1) Use a word-processing software, such as Microsoft *Word*.
- (2) Manuscripts should be 1,200 words long.

(3) Begin your manuscript with its title and your name and call sign. End with a brief (50-75 words) biographical note that includes your email address.

(4) Email images or illustrations as separate attachments (do not embed them within the manuscript).

(5) Write captions for all images and illustrations and put them at the end of your article. Captions should explain what's going on in each image. If the image is of equipment, describe it. Include the full names and call signs of people included in photos, and the name (and call sign, if any) of the photographer.

(6) Include your postal address somewhere in the manuscript.

### **Submitting Your Manuscript**

Email your manuscript in a word-processing file to **qst@arrl.org**.

***Please note:*** Our email system can only accept up to **4 MBytes** worth of attachments in any single message. If you're sending a manuscript file plus several digital image files, we advise sending the files individually, attached to a succession of email messages.

If you're sending your manuscript by postal mail, we recommend making a copy. Send your manuscript, including all drawings and photographs, to:

ARRL

ATTN: Editorial Dept

225 Main St.

Newington, CT 06111

### **Photographs**

- Photos that show people engaged and active in an activity, are preferred. These types of photos tell better stories than those of club members holding a banner with the club's name on it.
- We accept color prints or slides, as well as high-resolution digital images. Generally speaking, this means using *at least* a 2 megapixel camera with the image resolution (or "image quality") set at *maximum*.
- If you're using an iPhone, turn off the "Live" photo feature.

- We require written permission from a minor’s parent or legal guardian before they can be depicted in *QST*. The permission release form is available at <http://www.arrl.org/files/file/Media%20&%20PR/Basic%20Forms%20%20Permissions/Child%20release%20form.pdf>.
- If you’re capturing images from websites, or scanning them from magazines, newspapers, catalogs, or other media, written permission of the author, company, etc. is required.
- We don’t accept prints made on color laser or inkjet printers.
- Turn off your camera’s date-stamping function (if it has one).

### **If Your Manuscript is Accepted**

A decision on your manuscript will be sent by email or postal mail, approximately 6-8 weeks after you submit it. We must have your written permission to prepare your manuscript for publication. An *author’s release form* is sent to accepted authors along with the acceptance letter. Please be sure to include your Social Security Number (SSN) on the release form. If the material falls within our compensation guidelines, and you’re a US citizen or resident alien, we must have your SSN to report the payment to the Internal Revenue Service.

When your article is ready for publication, we’ll email a copy to you (in Adobe PDF format). This is your “proof” copy. Check it carefully for errors and contact us as soon as possible with any necessary changes.

### **Compensation**

- Payment for articles is \$65 per published page, or part thereof, including photographs, drawings, and other related material.
- Payment will be made upon publication. ARRL and IARU officials (officers, directors, and vice directors, as well as officials of IARU member-societies), and authors of ARRL National Convention articles are not eligible for compensation. For authors who are presently under contract to ARRL (such as Contributing Editors), the provisions of the contract, and not this policy, apply.

# Club Profile Form

(required for club column submissions)

\* denotes a required field.

Date\*

Club name and call sign\*

Club website\*

Club address\*

City\*

State\*

ZIP\*

What year did you become an  
ARRL Affiliated Club (if applicable) \*

Number of club members\*

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Services  
(check all that apply)\*

Club newsletter  
Entry-level license classes  
General or higher license classes  
Hamfest  
License test sessions  
Mentoring/training  
On-the-air bulletines  
Packet radio BBS  
Repeater  
TVI/RFI committee  
Other

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Specialities  
(check all that apply)\*

Contesting  
Digital modes  
DXCC  
General interest  
Public service/emergency  
Repeaters  
School or youth group  
VHF/UHF  
Community/non-ham outreach  
Other

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Contact person for article  
(full name, call sign, email, phone)\*

Club President  
(full name, call sign)

Club Vice President  
(full name, call sign)

Club Treasurer  
(full name, call sign)

Club Secretary  
(full name, call sign)

Other club Officers

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What year was your club founded?\*

What 3 words or phrases summarize a  
description of your club?\*

What do you hope other clubs  
can learn from yours?\*