

The Steamship Historical Society of America (SSHSA)

AUTHOR GUIDELINES AND STYLE NOTES

Vision

Established in 1935, the mission of The Steamship Historical Society of America (SSHSA) is to serve as the premier source bringing together amateur and professional historians interested in the heritage of maritime navigation from its earliest days powered by steam to the latest power driven ships.

With thousands of members throughout the world, The Steamship Historical Society of America records, preserves and distributes information about all types of engine-powered vessels.

Our full-color quarterly magazine, *PowerShips* (formerly “Steamboat Bill”) sets the standard for presenting in-depth stories ranging from classic ocean liners and vintage river sternwheelers to modern cruise ships, and hardworking freighters and harbor tugboats.

Each issue provides a showcase for photographs, statistics and promotional material about various ships, transit companies and related information.

Submission of Articles

The Steamship Historical Society of America encourages everyone in the maritime community to submit material. Please use the SSHSA Submission Form, which will assist us in categorizing your material. SSHSA editors and staff and a group of volunteer evaluators will review the material and make a determination of acceptance. All submissions are subject to editorial review and changes by SSHSA. The author is solely responsible for all statements made in his or her work.

Authors must submit material in electronic format, as Microsoft Word documents. If appropriate, sources of information should be listed as references. Please include a paragraph or two of biographical information about the author(s) along with a head and shoulders color photograph of the author(s).

PowerShips articles must meet a minimum length of 1,500 words. The ultimate length of articles is at the discretion of the editor-in-chief.

Review of Submitted Articles

To decide which submitted articles will be accepted for publication in *PowerShips*, a group of knowledgeable volunteers assist SSHSA editors and staff in evaluating all submitted papers.

Submitted materials are rated on:

- Usefulness; how much it helps the community advance it's 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, licensing SSHSA to use the material, prior to the editing process.

Writing Do's and Don'ts

All submissions are reviewed first and foremost based on content and relevance to maritime heritage of powerful ships, legendary passengers and hardworking crews — but content providers 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*:

Do:

- **Think about who your target audience is**, please write appropriately for that audience.
- **Include information that is current and timely.** In order to achieve the vision of The Steamship Historical Society of America, please discuss why the information presented is important to *PowerShips*' audience.
- **Be considerate of your audience's time constraints.** Be efficient and concise while providing the details that are important to your audience. Emphasize the practical and illustrate it with specifics. Avoid repetition.
- **Follow the Style Notes explained at the end of these guidelines:** Use of a common style sheet throughout *PowerShips* will enhance audience experience.
- **Where necessary, attribution is required.** For example, if referring to press reports, the author should state, "according to *The New York Times* or *The New York Times* reported." This is especially true if the statement is controversial.

Don't:

- **Repackage press releases, "advertorial," or promotional copy.** The Steamship Historical Society of America seeks to steer clear from commercialism and self-promotion. The aim of the material should be to educate and inform the audience, rather than to promote an organization, the author, a product or a service.
- **Forget proper attribution.** The Steamship Historical Society of America 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.
- **Just scratch the surface.** Cover your material 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.

Clearances

The author is responsible for clearance from his/her organization as well as permission to reproduce any material previously published by others. Too, licenses or restrictions should be clearly specified.

Accepted manuscripts can become the property of The Steamship Historical Society of America (SSHSA), or be licensed to SSHSA. Please indicate your preference on the submission form. Authors will be required to sign appropriate agreements.

Style Notes

PowerShips uses *The Associated Press Stylebook* in determining its stylistic guidelines. <http://www.apstylebook.com>. If you have questions about style please contact the editor-in-chief (email: jshaum@sshsa.org).

Through use of a common text style, *PowerShips* provides a more enjoyable magazine for its audience. It is jarring for readers to have some items in U.S. English, for example, and others in British or so-called “proper” English.

Text for *PowerShips* submissions should be presented in U.S. English. This style decision was made by SSHSA not as a measure of the relative merits of U.S. versus British English but for uniformity. However, writing should avoid centricity toward any one country, including the U.S.

For example, use of U.S. sports idioms or analogies would not be understood by many readers from outside of the U.S. Even the use of the term “America” should be avoided, because residents of Canada and Latin America, not just the U.S., call themselves Americans.

Non-global organizations should be identified by headquarters location and where appropriate people should be identified by organizational affiliation and title.

Numbers

- In general use, spell out one through nine...10...100...1 million
- If a precise measurement, use numerals; note the following examples/exceptions:
 - ✎ \$10 - 20 percent
 - ✎ one-half - 30-minute
 - ✎ Exhibit 5 - Level 3

Dates/Times: 16 March 2008; 15-17 May; 9:00 a.m. U.S. Eastern Time (GMT -4)

Phone Numbers: +1 401 274 0805; +64 9 277 7756

Currency: Identify any currency discussed. Consider converting uncommon currencies to more common ones, such as U.S. dollars, euros or U.K. pounds.

Measurements: Be sure to put metric or “English” equivalents in parentheses when citing measures of length, weight, speed, volume and temperature.

Capitalization: Use very sparingly. SSHSA’s style is to lower-case “web.” Anything that could be used generically, including organizational business units, should be in all lower-case. Do not capitalize position titles unless they appear before the name.

Subsequent mention of names: Contrary to usage in U.S. and select other world newspapers, SSHSA prefers the more respectful use of the title Mr., Ms., Mrs., Miss or Dr. before the surname on subsequent mentions of names.

Abbreviations/acronyms: Spell out on first use and put the acronym in parentheses. Do not use the abbreviation or acronym if it is used only once in the text. These rules are especially important in any technical or specialized presentation where a wider audience might not be familiar with those abbreviations or acronyms.

Vessel Names: Vessel names are spelled in *Italics* then presented alphabetically from the oldest name to the most current, i.e. *Rotterdam a) Rembrandt b) Rotterdam II*.

URLs (i.e., web addresses): It is not necessary to use “http://” if a URL begins with www, but it is necessary if the URL does not begin with “www.” SSHSA’s website is referred to as SSHSA.org.

SSHSA Registration Marks/Trademarks

It is important to protect SSHSA intellectual property by using marks properly. It is acceptable to use register marks only on the “marked” item’s first appearance.

For additional information please contact:

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(A certified 501c3 non-profit organization)

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