

The Bearded Collie Club Yearbook 2009



**CLOSING DATE
24 OCTOBER 2009**

INSTRUCTIONS

1. **HD X-RAY POSITION OF DOGS & BITCHES** - It is the policy of the Bearded Collie Club that any dogs mentioned in advertisements, Roll of Honour or the Stud Dog List should all have their HD X-ray status made clear. Provision is made for this on Roll of Honour forms and the Membership Questionnaire. Advertisers must also make provision in their text to indicate the hip status of any dogs mentioned which they own, with the exception of the Roll of Honour where only the principle dog's status should be included. The information may be abbreviated as follows if you wish:

Dogs not X-rayed – **NX**

Dogs X-rayed but not scored – **X**

Dogs X-rayed and scored – **XS** (followed by the score if you wish)

Provision will be made in each section of the book to explain these abbreviations.

If an indication of the hip status is not made on copy, it will be returned for completion and resubmission by the closing date. Any copy received after that date will not be included.

2. **GENERAL** - The 2009 Yearbook will again be A5 size and case bound. The prices for adverts and Roll of Honour remain the same as last year. The cost of the book is **£18.00**. Payment instructions are on the relevant order form.

Please read all the instructions on this leaflet and on the forms. If you have any queries please phone or email Ellen Sullivan on 0121 208 3830 or 07903 293041 **before** completing your forms, email: navillusbeardies@live.co.uk.

3. **ADVERTISEMENTS** - Please submit your copy and instructions on a sheet of A4 size plain paper. The cost is **£17.00** per half page (1 photo only); and **£34.00** per full page (1 photo only). One extra photo may be included on a full page advert at an extra cost of **£5.00**; (full page with 2 photos = **£39.00**). These prices are for Members adverts only. We regret we cannot accept more than 2 photos per page, and would advise that if you wish your photo to be of prime importance on the page you should restrict your text to a minimum. Please put your affix, name, etc on the back of all photographs in soft pencil. The HD X-ray position of all dogs must be indicated - see section above. **PLEASE NOTE THAT UNLESS OTHERWISE STATED PHOTOGRAPHS WILL BE CROPPED TO SHOW THE DOG ONLY.**
4. **MEMBERSHIP QUESTIONNAIRES** (Green form) - Any Member may enter their dog(s) on this form **at no charge**. You may also use this form to advise a correction or change to your address, affix, or telephone number, but if this is the only reason you are using the form, please say so.
5. **ROLL OF HONOUR** (Yellow form) and **AWARDS WON OVERSEAS** (Pink Form) - Instructions are on the reverse of the forms and the cost is **£10.00** per dog. It is your responsibility to ensure all the information is correct on this form.
6. **ORDER FORM / PAYMENT ADVICE** (White form) - Use this form if submitting payments even if you are not ordering a copy of the book. If you require a further copy of the form please tick the box at the bottom.
7. **ALL SUBMISSIONS SHOULD BE SENT WITH THE CORRECT PAYMENT** - Cheques / PO's should be made payable to **'THE BEARDED COLLIE CLUB'** and sent to:

Miss Ellen Sullivan, 31 Duke Street, Rowley Regis, West Midlands, B65 8BP

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8. **QUERIES** - Any queries, no matter how small, please contact Ellen Sullivan on 0121 208 3830 / 07903 293041, or by email at navillusbeardies@live.co.uk
9. **NO** copy is to be sent directly to G H Smith without prior arrangement with the Editor.
10. See below for notes on submission of copy/photographs.

Notes regarding submission of copy / photographs

A-Tec Print Ltd use Mac & PC. Proof read copy must be submitted in word, not paged up, or paged in Quark Express 7 on CD or Zip disk and should be accompanied by a paper copy for proof reading.

If you wish to page up your own advert and do not use Quark Xpress 7, please email beardedcollie@atecprint.com for instructions. **DO NOT** send your advert until **AFTER** you have received email instructions from A-Tec Print Ltd. **ALL ADVERTS MUST HAVE THE EDITOR'S CONSENT BEFORE PUBLISHING**

Photographs - **Good quality original photographs reproduce best.** Please do not cut photographs or write on them – just tell us what you want. If you have alterations made by an agency, or if you alter photographs on your own computer, please save and submit as below.

Overseas members may send proof ready copy on CD with a paper copy for proof reading. **Please send to the editor only.** Please note that Bromide or film will not be accepted.

Note – The first photograph is included in the price charged

Any extra photograph is charged at £5.00

FULL PAGE BLED-OFF PHOTOGRAPHS with either black print or reversed out white print are charged at **£10.00** extra

Note – please allow at least 5mm around the required area of bled-off photographs to allow for cutting

PHOTOCOPIES OF PHOTOGRAPHS ARE NOT ACCEPTED

Scanned photos must be saved in **PC/Mac Format** as a **TIFF Image** at **300 dpi** resolution. This has nothing to do with digital photographs. This only applies to SLR photographs that have been changed in Photoshop or scanned

Digital photos must be at least **1600 pixels x 1200 pixels** or better, using **NORMAL COMPRESSION** (i.e. the *least* compression).

The file size will be approx. **850k** at these settings.

This will be a JPEG file.