

# THE BEARDED COLLIE CLUB YEARBOOK 2019 INSTRUCTIONS



Please read carefully before filling out any paperwork or submitting any adverts or Rolls of Honour.

## **CLOSING DATE FOR SUBMISSIONS - 31<sup>st</sup> October 2019**

After this date **no new adverts** will be accepted and **amendments** to existing submissions are at the **Editor's discretion**. The only ROHs accepted after the closing date will be dogs that **qualify for the first time** between 31<sup>st</sup> October and 15<sup>th</sup> December and **must be received by the 22<sup>nd</sup> December 2019**.

### 1 **FORMS**

All forms are available for download from [www.beardedcollieclub.co.uk](http://www.beardedcollieclub.co.uk) but unfortunately we are not accepting online submissions this year. The forms are available online so that you can choose to handwrite or type your information straight onto the form to avoid the space issues that Members have reported in previous years. However you choose to complete your forms you must **include hard copies** of all the **relevant paperwork** and an **Order form** to the Editor otherwise we cannot accept your Yearbook entries.

Please carefully fill out names, addresses and any requested information on **each** form submitted. Forms are separated for collation purposes and neither the Editor nor the Bearded Collie Club can be held responsible if the information on incomplete forms is not entered into the Yearbook.

You will also find a **Membership Questionnaire** enclosed on which any Member may enter their dog(s) and details at **no charge**. We also encourage you to use this form to advise a correction or change to your address, affix, telephone number or email address – this ensures that your details are accurate within Club records.

### 2 **STUD REGISTER, ADVERTS AND ROH**

**ALL DOGS ON THE STUD BOOK REGISTER MUST BE HIP SCORED AND CEA STATUS SHOWN.**

**For ADVERTS and ROH's** - If your dog/bitch has been X-rayed then they must have their Hip Score declared in all Adverts and ROHs. Dogs not X-rayed will be displayed as NX.

Where dogs/bitches are Eye Tested for CEA, only Optigen and Petagenic test results will be detailed in the Yearbook, as recognised by the Kennel Club. These will take the form of Clear (C) / Carrier (CA) / Affected (A) / Hereditary Clear (HC) / Not Tested (NT). Any dog/bitch whose details appear in ROH or Adverts, must have their status detailed.

If your dog has been Elbow Scored, we would encourage you to share the results. Please indicate results in the boxes provided.

### 3 **ROLLS OF HONOUR**

This year's ROH will contain all qualifying results between the 16<sup>th</sup> December 2018 to 15<sup>th</sup> December 2019 (Pastoral day at LKA) to give a full representation of the show year. There is now a **separate ROH form for dogs based outside the UK** attached to Overseas Awards form for ease of submission. When submitting photographs for ROH's on disc/memory stick then please remember to submit a paper copy for proof reading purposes. Any ROH's received without a paper copy of the photo will be returned and not accepted for inclusion within the Yearbook and there is now space to credit the Photographer if required.

**All dogs qualifying prior to the deadline (31<sup>st</sup> October 2019) must be submitted by this deadline.** The only ROHs that will be accepted after the deadline are **dogs qualifying for the first time at Shows held**

**after the 31<sup>st</sup> October but these must be received by the 22<sup>nd</sup> December 2019.** If you need to add a win to a ROH already submitted then this can be done by contacting the Editor who will also keep track of additional wins and new qualifiers. So please feel free to submit them as soon as you qualify!

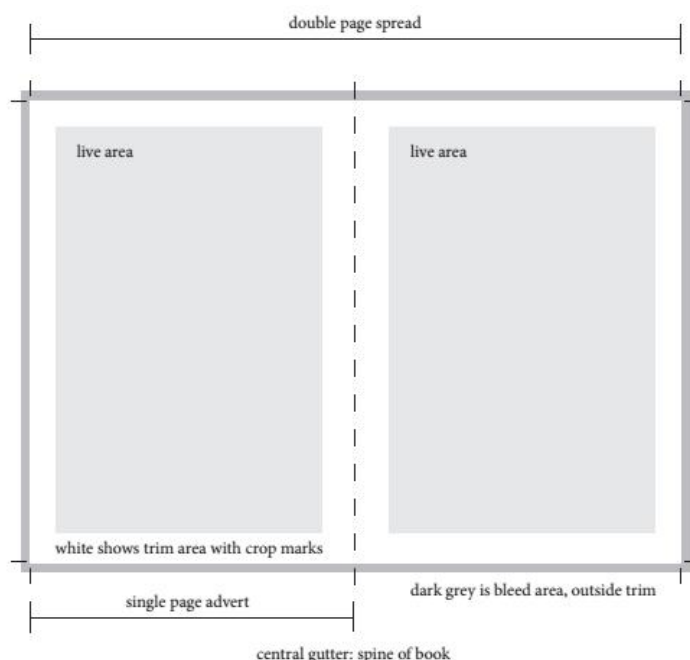
#### 4 **ADVERTISEMENTS**

We are able to accept your adverts by paper, disc/memory stick or email but all **must be accompanied by a hard copy sent through the post to the Editor** for proof reading purposes. Any adverts received without a hard copy will be not be accepted for inclusion in the Yearbook. It also helps avoid confusion and mistakes at the printers if you put all digital information onto just one disc or memory stick – if you need help then please don't hesitate to contact the Editor.

If possible **please supply your advert as a digital copy in a Word Document or in the body of an email** as this then allows the printers to tweak your advert to get the best print results. If you supply as a PDF then the printers can only print your advert "as is" and then the BCC cannot be held responsible for the end result within the book. We now recognise that some people like to use professional programmes to produce adverts so the printer has supplied the following information to ensure you get the best results.....

**For supplied adverts:** Please ensure that all the images and copy are at least 10mm from all the edges that trim or go into the centre spine. We do not want to trim off anything important or not be able to read it in the central gutter.

**For adverts with Bleed (that print off the page):** These need special planning if the design is intended to print off the edges of the page. All essential items must be at least 10mm from trims and central gutter. This area is referred to as the 'live' area, and the page size as 'trim' (for this book: A5, 148mm wide by 210mm deep for a single page advert, and therefore a double page advert will be A4, 297mm wide by 210mm deep). Outside of this trim area we NEED 3mm of bleed on all the cut edges – see below: so any background needs to extend another 3mm. On single page adverts, as we won't know if your page will be on the left or the right, please put 3mm bleed all round so it can be used on either.



#### 5 **PHOTOGRAPHS**

Photographs should be taken on a camera set on the **highest resolution possible** which the printer **recommends a minimum of 300dpi** – this information can be checked on your camera. We can work with lower resolution photos but it will compromise the final print quality of your submission which the BCC cannot be held responsible for. In particular it is **advised against using photos taken by camera phones or downloaded from Facebook/Websites** – if in doubt then contact the Editor who is more than happy to help.

Please do not crop photographs or write on them and if you are just submitting a physical photo then ensure they are high quality originals. If you have specific instructions please advise the Editor on a separate sheet of paper or post-it note, and we will do our best to comply with your wishes within the constraints of the editing process.

#### 6 **PAYMENTS**

Payment by cheque or Postal Order should be made out to **The Bearded Collie Club** and are only accepted in £'s Sterling/£GBP. Payment by PayPal can also be made at [yearbook@beardedcollieclub.co.uk](mailto:yearbook@beardedcollieclub.co.uk) however there is an administration fee to pay. For full details of costs and details please see the separate Order Form and for any amount not covered above, please contact the Editor.