

The Bearded Collie Club Year Book 2004



The Closing date for all items this year is 31st October 2004

INSTRUCTIONS

1. **HD X-RAY POSITION OF DOGS & BITCHES** - It is the policy of the Bearded Collie Club that 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 the Roll of Honour Forms and the Membership Questionnaire. ADVERTISERS must also make provision in their text to indicate the status of any dog mentioned of which they are the owner, with the exception of Roll of Honour dogs 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 status is not made on any item, it will be returned for completion and resubmission by the closing date, any received after that date with no indication to the status will not be included.

2. **GENERAL** – The 2004 Year Book will again be A5 size and case bound. The price for Advertising and Roll of Honours has increased slightly from last year and the cost of the book will be **£16.00**. You can either pay for your book when you receive your documents or wait until later in the year. Please read all the instructions on this leaflet and on the forms. If you have any queries please phone **Barbara Partridge** on **(01283) 562835** before completing your forms.
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). An extra photo may be included on a full page at an extra cost of **£5.00** (i.e. Full page with 2 photos = **£39.00**) These prices are for Members Dog Adverts only. I 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 that you 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). **Awards Won Overseas** (Pink Form) Instructions are on the reverse of the forms. 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 any payment even if you are not ordering a copy of the book at this stage. If you require a further copy of the form, please tick the box at the bottom.
7. **POST ALL ITEMS WITH THE CORRECT PAYMENT** –
Cheques / PO's made payable to **“THE BEARDED COLLIE CLUB”** and send them to:

Mrs Barbara Partridge, “Barobrae”, 112 Clays Lane, Branston, Burton-on-Trent, Staffordshire, DE14 3HU.
8. **QUERIES** – Any queries, no matter how small, please contact Barbara Partridge on (01283) 562835.
9. Copy sent directly to G H SMITH & SON will only be accepted by prior arrangement.
10. See overleaf for notes on submission of copy/photographs.

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Notes regarding submission of copy/photographs

Our Printers use Mac & PC. Proof read copy must be submitted in Word, not paged up, or paged in Quark Express/Pagemaker on CD/DVD 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 or Pagemaker please email; info@ghsmith.com for instructions DO NOT SEND your advert until you have spoken to G H SMITH & Son via email.

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

Every 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

PHOTOCOPIES OF PHOTOS 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 by 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.