

The Patrician 2016 Writing Instructions

The Patrician provides an informal record of the Regiment's service presented in the words of its members. All Princess Patricia's Canadian Light Infantry (PPCLI) battalions, Extra Regimentally Employed (ERE), the Association, and individual members are encouraged to submit articles and photographs for this important historical document. In particular, it is requested that information related to the year's **important events, promotions, honours and awards, and retirements** be sent to Regimental Headquarters (RHQ) for inclusion in *The Patrician*. If the information is not received, it cannot be included. Battalions are requested to appoint a sub-Editor to ensure quality, avoid redundancy, and enforce compliance to the following guidelines.

Articles

Articles should be written in a narrative style and avoid the use of military slang or abbreviations. If acronyms must be used please spell out the term in-full the first time it is used, followed by the acronym in brackets. Other points to consider when writing articles are:

- Please include author(s) names and title for all article submissions.
- No formatting is preferred. Submit in Word using Times New Roman 12 point.
- Use Canadian spell-check.
- Photographs and imagery are to be submitted separately from the article documents.
 - **DO NOT EMBED PHOTOS IN TEXT DOCUMENTS.**
- Write in narrative style. Do not number paragraphs or sub-paragraphs. Articles should be based answer the 5 W's: who, what, when, where, and why.
- Avoid military slang and jargon. If you must use acronyms, write out in full the first time and put the acronym in brackets. Avoid military abbreviations such as Bn for Battalion, and write ranks in full. Specifically:
 - North Atlantic Treaty Organization (NATO).
 - Three Platoon.
 - A Company.
 - First Battalion.
 - 3 PPCLI.
 - First Regiment, Royal Canadian Horse Artillery (1 RCHA)
 - First Canadian Mechanized Brigade Group (1 CMBG).
 - Third Canadian Division (3 Can Div).

Photographs

All photographs must be of high resolution and be accompanied by a separate document with the caption. Recommended minimum resolution for photos is 300dpi, with a **minimum file size of 1 MB**.

DO NOT EMBED PHOTOS IN TEXT DOCUMENTS.

Do not compress the photographs for transmission by email. The Canadian Forces Outlook email client automatically compresses messages if the user does not turn off the NXPowerLite program before sending. Therefore, submissions should be made to ppcli.rhq@gmail.com

Submissions

Submit articles and photographs immediately following important events throughout the year. E-mail articles and photographs to:

ppcli.rhq@gmail.com

Or mail to:

Princess Patricia's Canadian Light Infantry
Regimental Headquarters
403 Korea Road, G.G. Brown Building
PO Box 10500 Station Forces
Edmonton, Alberta T5J 4J5

The absolute last date for submission is 9 Dec 16. This leaves a tight schedule to get the articles and pictures into print on time. If you have difficulties with submissions, do not hesitate to contact MCpl Cherney at the Regimental Headquarters at ppcli.rhq@gmail.com or at extension 5450.

Promotions, honours and awards, and retirements will be accepted until 30 January 2016.

Please refer any questions to RHQ at ppcli.rhq@gmail.com or the Regimental Major at Quentin.innis@forces.gc.ca