

The Patrician: 2018 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) Major Units, Extra Regimentally Employed (ERE), and individual members are encouraged to submit articles and photographs for this important historical document.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.

****Submission of Quarterly Reports will significantly reduce the workload in December and increase the accuracy of these returns.***

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. Other points to consider when writing articles are:

- Please include author(s) names and title for all article submissions;
- Ensure photographers are credited for their submissions;
- No formatting is preferred. Submit in Word using Times New Roman 12pt as the original typing font;
- Use Canadian Spell-check;
- Photographs and imagery are to be submitted separately from the article documents;
- **DO NOT EMBED PHOTOS IN WORD 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; and
- Please 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.
 - Alpha Company.
 - First Battalion.
 - 3 PPCLI.
 - First Canadian Mechanized Brigade Group (1 CMBG).
 - Third Canadian Division (3rd Can Div).

Photographs

All photographs must be of high resolution and be accompanied by a separate document containing the photo's 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. It is suggested that photos be sent from a non-DND supported email, such as Gmail, to avoid this automatic compression feature.

Physical photographs can be mailed to Regimental Headquarters at the individual's expense. **It is encouraged that all photographs are submitted digitally from a civilian email account 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 7 Dec 18. This leaves a tight schedule to get the articles and pictures into our printers. If you have difficulties with submissions, do not hesitate to contact Cpl Gampe at the Regimental Headquarters at ppcli.rhq@gmail.com or at extension 5450.

Christmas promotions, honours and awards, and retirements will be accepted until 14 January 2019.

Please refer any questions to RHQ at ppcli.rhq@gmail.com or the Regimental Adjutant at Douglas.Boyes@forces.gc.ca