

Them Days Magazine Style Sheet

Them Days is published four times a year by Them Days Inc., a not-for-profit society based in Happy Valley-Goose Bay, Labrador. Them Days Inc.'s editorial mission is to serve its readers by delivering a dynamic magazine that draws on both archival material and new writing and interviews, particularly work from oral transcriptions that might otherwise be lost, and photographs that are specific to individual people and places in Labrador.

Them Days magazine's mandate is to publish what people remember. While we do not claim to be historically accurate, librarians and historians rely upon our work and cite it as authoritative. Therefore we ask our submitters to ensure that special care be taken to ensure that names, places and dates are correct and based on credible sources. Where a known fact is at odds with what an informant remembers, that discrepancy should be noted in a respectful, positive way.

Them Days readers are people who are devoted to Labrador's history and heritage. Many of our subscribers are historians, academics, and professional people, but the magazine's primary audience is the general Labrador public. Because many of our readers have limited or developing literacy skills in English, we favour short pieces that are written in plain prose. We attempt, within the confines of oral transcription, to make the prose as transparent as possible through the accurate use of spelling, punctuation and illustration. When interviews have been conducted in Inuktitut or Innu-aimun, we try to publish in both the original language and English translation.

Them Days normally publishes four 64 page issues each year. Some of the content comes from submitted articles, some is from our archive of recordings or from interviews conducted by our staff and volunteers. Subject matter varies but includes material about the trapping life, medical and church missions, the military in Labrador, Innu and Inuit traditions, crafts such as grasswork, toy making, snowshoes, and rug hooking, songs and poems, folk traditions such as wedding and funeral practices, berry-picking, foodways, the fishery, folk tales and myths. We particularly look forward to receiving copies of original documents such as letters and diaries that would be of interest to the general readership, and genealogical material in the narrative tradition is also welcome.

We do not publish academic articles or material with very limited Labrador content. However, if academic authors wish to modify their work for the average Labrador readers, we welcome short submissions

that explain or illuminate current findings in archeology, anthropology, linguistics, history and other areas of study.

Manuscript Preparation

The editor and volunteers of Them Days are more than willing to assist anyone with preparing their manuscript for publication. However, writers who already have a publication record might find the following guidelines helpful.

Paper manuscripts should be clearly written or typed on plain white paper, double spaced, with appropriate margins and plain type script. Do not use clip art or cursive fonts.

Photographs and documents should be originals or clear reproductions. Authors should provide a stamped envelope for their return. If submitting photographs by email, the format should be as follows: Photos should be submitted in separate files from the document (ie, do not embed the photographs in a Word document), in either .tif or .jpg formats. If you are scanning a photo, please scan it at 200 or 300 dpi. As a general rule, digital photographs submitted to us should be at least 300 KB and no more than 3 MB. If you are sending multiple large photos, they should be sent in separate e-mails as our server can not handle more than 5 MB at a time. If your digital photo varies from these guidelines, it may not be suitable for printing. If you have any concerns about the quality of your digital photographs, please contact the editor.

Spelling: Them Days conforms to the *Oxford Can. Dictionary* and *Dictionary of Nfld English*, therefore use British spelling for travelling, harbour, cheque or Newfoundland spelling for rompsing, caplin, etc.

Non-hyphenated compound words such as “a lot” and “alright” are non-standard. Use “a lot” and “all right.” “All together” means “everyone gathered.” “Altogether” means “entirely.” “All ready” means “completely prepared,” while “already” means “previously.” When in doubt, consult the *Oxford Canadian Dictionary*.

Place names and family names are spelled various ways. If a family name has changed (e.g. Gough or Goff, Thévenet or Thevenet) this should be noted. Be careful of names such as Anderson and Andersen, Igloliorti and Igloliorte. Place names on maps normally do not have apostrophes, but they do when they are being used in a text (Marys Harbour on a map, Mary’s Harbour in an essay). Street signs and place signs are frequently misspelled and should not be relied upon (North West River, not Northwest River, Traverspine not Traverspin, Corte

Real, not Cortreal, de Harveng, Kenemich, Kenamu, Sheshatshiu). Historical spellings such as Rigolette should be retained in historical texts, but the contemporary Rigolet should be used otherwise. We recommend capital letters for the Mission, the Base and the Narrows, because they are specific regional subjects and do not stand out clearly as such unless capitalized (e.g. “He went to the base” can be confusing to people unfamiliar with Labrador.)

Dates: October 1, 2001, not 1st October, '01, or Oct. 1, '01.

Italics are used for the names of books, ships, and words or phrases in languages other than English (*Woman of Labrador*, *Harmony*, *akenashau*), but not for loan words that have entered common usage (komatik, igloo).

Punctuation: Punctuation was invented to help readers, and where there is a danger of misreading, commas and other forms of punctuation should be inserted in the logical places. Quotation marks are placed outside the punctuation, and should not be used for special meaning or emphasis but only for direct quotation. Ellipses, consisting of three dots, with a space at each end, are used to indicate that words or phrases have been cut from the sentence. Hyphens are used primarily for compound words, while dashes (two hyphens together) generally enclose supplemental material. Consult a dictionary to determine how to treat compound words, and avoid using dashes whenever possible.

Dialect

The documentation of Labrador dialects is an important part of our work at Them Days. The spread of Standard English, due to exposure to television, the internet and other media, has made the retention of specific Labrador languages even more vital. We encourage writers and transcribers to submit their work in Inuktitut and Innu-aimun, and to retain their use of traditional Labrador English sentence structures and words. However we ask that transcribers avoid trying to reproduce pronunciation in their spelling. For general guidance and for clarification of the difference between dialect and pronunciation, we refer submitters to the introduction to the *Dictionary of Newfoundland English*.

Editorial Discretion

Minor errors of grammar or punctuation in texts and photograph titles (such as those discussed above) will be discreetly corrected by the editor, but substantial changes will not be made without the knowledge and approval of the author.

Terms

Them Days magazine does not make a profit. The Board uses the income from the magazine to pay for the next magazine and to support the archive. Them Days Inc. has only two paid staff and does not pay writers, interviewees, volunteers, or board members. Writers are given one free copy of the issue in which their work appears, and a second copy can be requested for any other person who has made a contribution towards the piece by providing interviews, photographs, or translation.

Copyright

Copyright law is currently under review, but at the moment copyright extends to fifty years beyond the death of the creator for a text, and fifty years beyond the date of creation for photographs. This means that a letter written in 1959 may not be free of copyright obligations until fifty years after the person who writes it dies. However, a photograph taken by that same person in 1959 is out of copyright control by 2009 whether that person is living at that time or not. If a creator or his or her legal heir gives oral or written permission for a letter or photograph to be used in an article, there is no copyright problem. Them Days relies upon writers to ensure that the material they submit is not in breach of a third party copyright.

Consistent with Canadian copyright legislation, material produced by our staff is the property of Them Days Inc. Volunteers who prepare interviews for Them Days do so with the understanding that the copyright rests with the magazine. Writers who submit unsolicited material to Them Days retain copyright if they wish to but are asked to allow the magazine to reprint in Them Days publications. If Them Days is asked for permission to reprint by a third party, we will refer the request back to the writer. Any benefits that accrue from use of Them Days material go to support the work of the magazine and the archive.

Them Days Editorial Advisory Committee
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