



AUTHOR'S GUIDE

For Submissions to the MOLLUS *HISTORICAL JOURNAL*

The *JOURNAL* is published quarterly and is distributed via mail in the months of March, June, September and December. It is a 12 page, 8 ½ inch by 11 inch publication in full color. Approximately 800 copies on average are mailed to MOLLUS Companions. Another approximately 115 copies are mailed to DOLLUS Dames. Another 57 copies are sent to State Archives and Libraries.

Members of MOLLUS and DOLLUS receive the *JOURNAL* at no additional cost if they are members in good standing. The *JOURNAL* is not available by subscription for non-members.

Copies: The *JOURNAL* does not print additional copies for distribution. A pdf copy is made available for download on the MOLLUS website under PUBLICATIONS.

The publisher of the *JOURNAL* is the Loyal Legion Memorial Fund, Jeffry Burden, Trustee.

Submission Deadlines:

The deadlines for submissions are: February 1, (March Publication) May 1, (June Publication) August 1, (September Publication) and November 1 (December Publication).

Submissions should be sent to the *JOURNAL* Editor at: pdmarcomm@aol.com

The Editor and publisher have the right to accept or reject any submission.

Journal Content and Acceptable Content:

Three pages are reserved for MOLLUS related business.

The remaining pages are for submissions. Articles may be a single page but must not exceed two full pages. Articles greater than two full pages will not be serialized in future issues of the *JOURNAL*. Submissions to the *JOURNAL* should be relevant to the Military Order of The Loyal Legion Of The United States. They may be historical in nature or about past members of MOLLUS. Articles about a Companion's ancestor are also acceptable. Current affairs germane to MOLLUS are also typical submissions. If in doubt as to the content of your submission, please contact the editor.

Articles about the activities of any of the Commanderies are also acceptable. Topics of a general or historical nature that pertain to the Order itself may be acceptable, once reviewed by the Editor.

Obituaries:

Obituaries for current members will be evaluated on an individual basis. A companion of great achievement and distinction may be acceptable. Generally speaking, however, it is not within the scope of the *JOURNAL* to regularly publish obituaries. If accepted, the Obituary must not be greater than a half page.

Style Guide:

The article headline should state the following:

1. The name of the Author
2. His insignia number if he is a MOLLUS Companion
3. His Commandery
4. The insignia of the subject if he was a MOLLUS member and his Commandery
5. If the Author or the subject of the article has an additional title, those may be included in the headline.

Headline Example: One Of The Good Guys, Rob Roberts, Insignia 00000, PA, By John Johnson, Insignia 11111, VA..

Use MOLLUS or the Military Order of The Loyal Legion Of The United States based on space available.

Sources: Sources may be listed at the end of an article. If space is not available they will be deleted. Provide photo credits if necessary.

Photo Captions: Provide photo captions for all photos that may require them, especially group photos or Commandery activity photos.

References To Military Organizations:

Military Unit Designations

The following descriptors are more commonly used by military organizations. Examples do not imply actual organizations but are for the purpose of example only.

Arranged from the larger to the smaller unit designations:

1. Army Of The Potomac (sometimes also with the name of the Commander added) such as: Major General George Meade

Corps and Divisions also often included the name of the Commander.

Such as: II Corps, Brigadier General Jones

2. Corps Designations: Corps Designations Used Roman Numerals

I Corps
II Corps
III Corps

3. Divisions:

1st Division
2nd Division
3rd Division

4. Brigades:

1st Brigade
2nd Brigade

Regiments:

1st Michigan
12th Vermont
150th Pennsylvania

Companies:

1st Michigan, Co. A

So a complete descriptor would be:

Army of the POTOMAC (Commander)
I Corps (Commander)
1st Division (Commander)
1st Brigade, (Commander)
(Regiments of the Brigade).

United State ships from the Civil War era:

The most common reference should be the name of the ship following in italics as:
USS Columbia.

A secondary and yet common use is: *USS Columbia*.

The Naval Register from 1797 to 1900 does not use the USS designation. The ship is designated by its name, such as, Columbia, and other characteristics such as tonnage, propulsion-type and number of guns in its armament.

Hull designations for modern naval vessels are yet another matter. The Author is to confirm and use the proper naming convention: SSBN, SSN, BB, CVA, CVN, etc.

Military dates and time:

Use August 4 not 4 August?

Use 1:00 civilian time not 13:00 hours?

Use of Text, Photos and File Requirements:

Text must be supplied as a Microsoft Word .doc or docx file, single spaced using a 12 point type such as Times Roman or equivalent and a line width of 7.5 inches.

Photographs and art work must be at a sufficient resolution to be sharp and clear and not distorted, at the final size the photo/artwork is to be printed.

Pre-screened (half-tone) photos and art work are not acceptable.

Photos

Understanding “sufficient resolution” can be difficult to understand if you are not a photographer or frequent submitter of photos for printing.

Following are some guidelines that may be helpful.

Generally, a photo that is 1 MB or greater is usually acceptable if it is not intended to be printed at a size greater than about 4 inches by 6 inches. The greater the file size/resolution, the better the image will be reproduced

Many photos taken on cell phones may be of sufficient resolution if they are about 4 inches x 6 inches and are in the range of 3 to 6 mb or greater.

A photo which is very acceptable for publishing in the *JOURNAL* should be about 200-300 (300 preferred) dpi at the actual size to be printed

Following are samples at various sizes and resolution. Note final file size.



21" x 11" @72 DPI 1.1 MB



5" x 2.5" @72 DPI 176 KB



7" x 3.5" @50 DPI 170 KB



7" x 3.5" @25 DPI 49 KB

The suitability of a photo (proper resolution) is the combination of the file size in inches, plus its resolution (DPI) and the file size in KB or MB.

Photos and graphics are to be submitted as JPEG file format (Preferred) or TIFF files.

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4. The insignia of the subject if he was a MOLLUS member and his Commandery
5. If the Author or the subject of the article has a title, those may be included in the headline.

EXAMPLE: Colonel James Johnson, or Robert Jackson, Ed.D.

EXAMPLE: One Of The Good Guys, Rob Roberts, Insignia 00000, PA, By John Johnson, Insignia 11111, VA..

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Thank you for your submissions and supporting the *JOURNAL*.

Liability and Hold Harmless: The content, accuracy, opinions, photos and art work submitted by the Author are solely their responsibility and is not the responsibility of, nor does it imply any endorsement by MOLLUS or the Loyal Legion Memorial Fund.

For any questions, concerns or comments, please contact the Editor at:

pdmarcomm@aol.com

REV: May 4, 2021