Guidelines for Preparation of TCC Database Discoveries Articles

The purpose of the Database Discoveries (DBD) series of articles is to disseminate information derived from the TCC Pattern and Source Print Database. Although the content of articles is intended to be informative and accurate, the intent is to enable the contributor to quickly and simply prepare content. The articles are intended to be informal and relatively quickly prepared and formatted, in order to facilitate production and distribution of the articles. Any TCC member may author a DBD article. We encourage members who are not DB editors to participate.

The process is simple.

1. Identify a topic of interest. The author is encouraged to discuss the topic in advance with our Database General Editor, Connie Rogers.
2. Review recent examples on the TCC website (the format has changed over time, so please use the most recent examples).
3. Prepare text using Microsoft Word, using any style and font with which you are comfortable. Anywhere from four to eight paragraphs is typical; less or more is acceptable. Do NOT embed your images in or following the text, as it will be reformatted and the images inserted by the DBD editor.
4. Identify appropriate images. Anywhere from eight to twelve is typical; less or more is acceptable.
5. Reference the images in the text (Figure 1, Figure 2, etc). List the figures at the end of the text, with description.
6. Title / identify each figure with the figure number used in the text, and transmit separately. Note the image dimensions in the recent example DBD articles; submitted images should be at least the size of the examples. Images can be in jpeg, tiff, gif or png format.
7. Transmit the initial draft article and images to Len Kling. Len will provide feedback.
8. Revise text.
9. Transmit the revised article and images to David Hoexter, who will compile the article.
10. David will transmit a draft to the author for a final review.

Contacts: Len Kling otlink@aol.com

David Hoexter davidhoexter@icloud.com

Ver. 1 prepared 9/30/21.