

# AL Manual Publication

This information is related to the considerations and requirements related to developing manuals to be used by observing clubs. If you are developing an observing club for the AL, and you plan to include a manual, please review this information carefully.

## **The Process:**

All new manuals and all revisions for existing manuals must be submitted to the AL National Observing Program Coordinators. They will be reviewed by them and will be reviewed by the AL Publications Committee. You will likely be contacted by the Publications Committee to discuss copyright issues for all new and revised manuals.

## **General Information:**

If you plan to publish a manual for the new club, either online or in the form of a book, it is important that you read these instructions carefully. You must also send a copy to the AL Publications Chairman by June 1. A copy of your manual should also be made available to the Council members for their consideration at the annual meeting.

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### **Organization of the Manual:**

The manual should contain these sections.

Cover

Back of Cover (blank)

Title Page (right-hand page)

Copyright page (back of title page)

Preface (right hand page), no page number

Acknowledgements can follow the Preface. Don't start a new page for Acknowledgements.

Contents Page (starts right hand), no page number. Contents Page is not necessary in a small manual.

First chapter (starts right hand page), begin with the number 1 and paginate to the end of the book.

Observations sheet.

## **Manual Guidelines:**

Typeface is important. Do not use a typeface with curved quotes, called Smart Quotes (“). They don’t work for minutes and seconds. Use a straight quote typeface such as Arial. If Arial gives you curved quotes and you are using Word, change your smart quotes by Tools>Autocorrect>Autoformat as you type>unclick smart quotes.

Some questions to think about as you write your manual:

- Do you really need chapters?
- If you do, how small a type can you use that still looks nice?
- Do you need all that space below the chapter title?
- Can you use smaller margins at the top and the bottom?
- Is the introduction short and to the point?
- Do you really need Appendices?
- Can you call them Chapters?

Remember that this is an observing manual, not a treatise on the beauty of the stars. If this is a manual for advanced observers, don’t waste their time on describing magnitude. Decide what your particular audience needs. Give them no more, no less.

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For the paper, note that high-gloss papers reflect red light back into the eyes.

Observing sheet: Discuss with the AL Observing Program Coordinators what should be included...site, date, time, etc. Do not use a full 8 \_ x 11 sheet for one observation if possible. Reduce the margins to \_ inch, put 4 observations/page, etc. Fewer sheets to mail to coordinators, or to duplicate, mean lower costs for our observers.

Good luck and remember that the Publications Committee is available to answer any questions you may have about the process.

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October 2008