



**Mazama Publications
Guidelines and Rules**

March, 2012

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MAZAMA PUBLICATIONS STYLE GUIDE

The following style points, taken mainly from the standard Associated Press Style Guide, should be employed throughout the *Mazama Annual* and *Bulletin* publications. Other Mazama publications are welcome to follow them to encourage consistency within the organization.

Abbreviations

For the *Mazama Annual*, do not abbreviate units of measurement (meters, inches), days of the week (Monday), or months (January).

For the *Mazama Bulletin*, abbreviation may follow these examples:

- Units of measurement have no periods, and have the same symbol for singular and plural forms:
 - 1 m (singular form)
 - 10 m (plural form)
- Accepted abbreviations for units of measure include:
 - *ft* for foot
 - *mi* for mile
 - *km* for kilometer
 - *m* for meter
 - *cm* for centimeter
 - *in* for inch
 - *lb* for pound
- Days of the week or months include a period:
 - *Mon.* for *Monday*
 - *Jan.* for *January*
- Common abbreviations contain no spaces between letters and periods:
 - *e.g. means for example*
 - *BCEP means Basic Climbing Education Program*
- Time designations are lower case with periods: a.m., p.m.
- Use only one period if an abbreviation comes at the end of a sentence, e.g., *when made in the U.S.A.*
- Use OK, not okay
- For degrees and percent, never use symbols; write it out, use numerical figures, and separate with a space:
 - 32 percent
 - 20 degrees Fahrenheit
- When referring to a mountain, use *Mt.*, not *Mount* (exception: Mount St. Helens)

Acronyms

Avoid acronyms in general.

Use of common Mazama acronyms is acceptable when spelled out first and then used later in the same article.

Common Mazama acronyms:

- *BCEP for Basic Climbing Education Program*
- *AR for Advanced Rock Program*
- *ICS for Intermediate Climbing School*
- *ASI for Advanced Snow and Ice*
- *AYM for Adventurous Young Mazamas*
- *MFA for Mountaineering First Aid*
- *WFR for Wilderness First Responder*
- *MMC for Mazama Mountaineering Center*

Apostrophes

Do not use apostrophes when making plurals of acronyms or years:

- SUVs
- 1990s

Apostrophes indicate possessives or contractions, but be careful with “it,” “who,” etc.:

- It’s a cat (contraction of it is); its coat is black (possession)
- Who’s the climber in this photo (contraction of who is); whose photo is this (possession)
- You’re the best climber (contraction of you are); your climber is the best
- They’re the fastest summit team (contraction of they are); there is the fastest summit team

Capitals

Capitalize days of the week, months and holidays:

- I slept in on Tuesday
- April showers bring May flowers
- Fourth of July will be fun

Do not capitalize seasons: fall, winter, spring and summer.

Here are examples of how geographic areas are capitalized:

- Parts of states: eastern Washington
- Known regions: Pacific Northwest, the West

Capitalize the names of Mazama committees when their full name is used, otherwise use lowercase:

Use either:

- a. The Outing Committee, or;
- b. the committee

Use either:

- a. the Executive Council, or;
- b. the council

Capitalize position titles only when preceding a person's name:

- Past Mazama President Gary Beck
- Gary Beck, past Mazama president

Capitalize climb routes, mountains, and ranges: *We climbed Monkey Face at Smith Rock.*

Do not capitalize mountain or terrain features: *We climbed up the north ridge and descended the west buttress.*

Commas

Do not use a comma:

- Before *and* in a *simple* series: *red, white and blue* or *We climbed Mt. Shasta in California, Mt. Hood in Oregon and Mt. Rainier in Washington.*
- Between month and year: *April 2006*

Commas are required:

- After a date that appears within a sentence: *The June 14, 2006, move into our new mountaineering center went smoothly.*
- To demarcate thousands in a numeral: 1,000; 10,500; 150,000

Dashes

Three styles of dashes may be used in Mazama publications:

1. Hyphen / Figure Dash / Minus Symbol, “-”
2. en Dash, “–”
3. em Dash, “—”

Hyphen / Figure Dash / Minus Symbol, “-”

Use a hyphen if the description comes before the *noun* it modifies. Don't use a hyphen after the noun or if not modifying:

Use a hyphen:

- the ice-covered *mountain*
- the sold-out *lecture*
- short-term *effects*

Don't use a hyphen:

- the *mountain* was ice covered
- the *lecture* was sold out
- *effects* in the short term

Hyphenate two or more words that act together to modify another word: 12-foot pitch, up-to-standard carabiner.

Do not use spaces on either side of a hyphen.

Exceptions exist. Refer to a dictionary for specific examples.

en Dash, “–”

Use the en dash to show ranges: *It took 3–4 hours to pack for our trip.* The en dash may also be used to illustrate a relationship between two things: *The Executive council approved the motion by a vote of 5–4.* Use the en dash with no spaces between the en dash and adjacent text.

em Dash, “—”

Use the em dash to emphasize key phrases: *The Cascades are most beautiful in the fall—that is when the colors are most diverse.* It may also be used to demarcate a parenthetical thought—*like this one*—or another similar interruption. Use the em dash with no spaces between the em dash and adjacent text.

Electronic Terminology

Use these terms until derivatives are considered standard:

- Web site (not website)
- Internet (not internet)
- the Web
- e-mail
- online

Phone Numbers

Phone numbers should use this style: 503-555-1234.

Do not use (503) 555-1234, 503.555.1234, 503/555-1234 or any other variation.

Italics

Use italics to emphasize a word: Wy’east is a *route* on Mt. Hood, not a glacier.

Do not use italics for climb routes.

Use italics for titles of books, magazines, newspapers, movies, etc.

Use italics for non-English words: the French word for “mountain” is *montagne*. Do not italicize loanwords / borrowings¹; “glissade” is an example of a loanword.

Mazama Terminology and Formats

Always italicize *Mazama Annual* and *Mazama Bulletin*.

Refer to the Mazamas’ office as the *Mazama Mountaineering Center* or *Mazama business office*. Do not use the term *clubroom*.

For use of the word, “Mazama”, see the **Mazama Name Usage Rules**.

The Mazamas must be referred to as an *organization* (not a *club*) in legal documents, such as bylaws and financial reports, to conform with IRS taxation rules. All Mazama publications should use the term *organization*.

When listing group participants, use this style:

- Mary Stadler, leader; Larry Stadler, assistant leader; another name, another name, last name.

¹ A *loanword* or *borrowing* is a word directly taken from one language into another with little or no translation.

Use a similar style for listing committee members:

- Peter Green, chairperson; another name, another name. Vera Dafoe, council liaison.

It is OK to use first names on second reference when referring to Mazama members, otherwise the Associated Press style is to use last names.

Dates

Abbreviate dates as follows:

- February 1998 (no comma)
- Feb. 19, 1998, (comma follows year)
- Feb. 19 (abbreviate month even when there is no year, no comma)

Numbers

Use numerical figures for any number expressing time, date, measurement, mileage, percent, temperature, age, or money:

- 3 a.m. (no extra zeros); 2:30 p.m.
- 8 feet
- \$15 (no extra zeros)
- 6 percent

Otherwise, write out numbers less than 10.

Write out numbers that begin a sentence; if the number is greater than 99 or meets one of the exceptions above, restructure the sentence so the number is not the first word.

Write out expressions that contain numbers:

- It is not worth two cents
- We told him a million times

Use commas to separate groups of three digits: 11,249.

Form the plural by adding a lowercase “s” (no apostrophe): 1930s.

Spell out fractions using hyphens to separate words: *five-eighths of the food was rotten.*

Hyphenate compound numbers from twenty-one to ninety-nine, and numbers used as modifiers:

- thirty-four
- 34-inch tape
- 4,000-meter peak
- 4,000-foot elevation climb

Parentheses

For complete sentences inside parentheses, the period goes inside:

- (He had left all his gear in the car.) (period inside)
- The climber was not prepared (he had left all his gear in the car). (period outside)

Quotation Marks

Periods and commas always go inside quotation marks; colons, semi-colons, question marks, and exclamation points can go outside, depending on their use.

When quoting someone, use *said* rather than *says*: *The Mazama president said, “We have a new building.”*

Semicolons

Semicolons can link thoughts that each stand alone as complete sentences:

- The weather turned lousy; we descended. (correct)
- The weather turned lousy, so we descended. (correct)

Semicolons separate items in a series when one or more of the items contain a comma.

That vs. Which

The usual distinction between *that* and *which* is not based on sounding proper but on whether the relative clause is restrictive or nonrestrictive. Examples:

- *The river that flows west of Manhattan is the Hudson.* The relative clause defines “river” and cannot be omitted without changing the meaning of the whole sentence.
- *The Hudson River, which flows west of Manhattan, is muddy.* In this sentence, the relative clause is nonrestrictive and could be omitted or parenthesized.

Choosing *that* or *which*:

Use *that* whenever it sounds proper: *The dog that ran up the mountain was unleashed.*

Use *which* to include a dependent clause after a comma: *The dog ran up the mountain, which was against Mazama rules.*

MAZAMA NAME USAGE RULES

The following rules for using the Mazamas' name in its various forms were approved by the Executive Council on December 13, 2005. Rule 6 was revised in August 2007. Minor revisions for clarity were made in October 2008.

1. Singular noun: *Mazama*

Mazama is a singular noun when it refers to one member of the Mazamas as in:

Every Mazama treasures memories of sunny days in the hills.
To become a Mazama, you must climb a glaciated mountain on foot.

2. Singular noun: *Mazamas*

Mazamas is a singular noun when used as the name of the organization as in:

The Mazamas was organized on the summit of Mt. Hood in 1894.
The Mazamas supports conservation.

Notes:

- Singular verbs are required with this use of *Mazamas*.
“Mazamas support conservation” and “The Mazamas support conservation” both mean that members of the Mazamas support conservation, not that the organization does.
- The definite article *the* should not be omitted. Capitalize *the* when it begins a sentence; otherwise use lower case. Compare with: The United States contributes to WHO. We live in the United States.

3. Plural noun: *Mazamas*

Mazamas is a plural noun when it refers to two or more members of the Mazamas as in:

The Mazamas who stayed at the lodge got a good night's rest; the others did not.
Many Mazamas enjoy meeting their friends at the annual banquet.

4. Adjective: *Mazama*

Mazama is the historically preferred modifier of nouns pertaining to the organization as in:

The Mazama Executive Council held its retreat at Mazama Lodge.
Mazama President Will Steel often visited Crater Lake.
Mazama decals may be purchased at the business office.
The Mazama expedition to the Faraway Mountains was successful.

Using *Mazamas* in the above examples would be both logical and grammatical, but it is not historical.

Do not use *Mazamas* as an adjective; it is always a noun.

5. Singular possessive adjective: *Mazama's*
Mazama's is always singular. It indicates that something belongs to a Mazama as in:

A Mazama's gear includes the ten essentials.
We found the Mazama's ice axe on Triangle Moraine.

6. Singular possessive adjective: *Mazamas'*
Mazamas' is singular when it indicates that something belongs to the organization as in:

The Mazamas' ropes are stored at the Mazama Mountaineering Center.
The Mazamas' library includes many rare books.

This use of the possessive preceding a concrete noun can be avoided by using *Mazama* as in rule 4.

Mazama ropes are stored at the Mazama Mountaineering Center.
The Mazama library includes many rare books.

Mazamas', however, is preferable when the noun is abstract as in:

The Mazamas' interest in conservation dates from its founding.
The Mazamas' dedication to climbing education is well known.

7. Plural possessive adjective: *Mazamas'*
Mazamas' is plural when it indicates that something belongs to two or more Mazamas as in:

We found the Mazamas' ice axes on Triangle Moraine.
We left our packs next to the Mazamas'.

Notes:

- Do not use *Mazamas's*: it has too many sibilants.
- *Mazamas'* being both singular and plural can lead to ambiguity when something could belong either to the organization or to some of its members. In the examples above, it is reasonable to assume that the ice axes and packs belong to Mazama climbers and not to the Mazamas. But if the last example in rule 4 is changed to "the Mazamas' expedition to the Faraway Mountains," does it mean that the expedition was sponsored by the Mazamas or that it was organized by some Mazamas? Context will often make the meaning clear, but a sentence should be rewritten when it does not: "The Mazama expedition...." and "The expedition by six Mazamas to the Faraway Mountains...."

COMMITTEE REPORT GUIDELINES

Currently, more than 20 volunteer committees administer Mazama activities. The collected annual committee reports are printed each year in the *Mazama Annual*. They can present a challenge to the Publications Committee because of the widely varying formats in which they are submitted. Therefore, in order to expedite the preparation of your report for printing in the *Annual* and to ensure its accuracy, we are requesting that you follow a few guidelines.

It's preferable to write your article on a computer using Times New Roman or Arial fonts, in 10- or 12-point type.

- e-mail it to this year's editor at [.annual@mazamas.org](mailto:annual@mazamas.org)
- You may also submit your article on a DVD-ROM, CD-ROM or 3.5 inch floppy disk, but please include a printed copy as well

When submitting physical materials such as a DVD-ROM, CD-ROM or floppy disk, typed copy or photos, either mail them to the Mazama Mountaineering Center to the attention of the Publications Committee or drop them off there:

Mazama Mountaineering Center
Attn: Publications Committee
527 SE 43rd Ave
Portland OR 97215

We will return your materials shortly after the *Annual* is published.

The Publications Committee maintains a "Guidelines and Rules" document to provide you with some general and Mazamas-specific grammar tips that help us maintain consistency throughout all our publications. The Guidelines and Rules document includes additional details about submitting digital and print photos. You can find the Guidelines and Rules document on the Mazama Web site². Please be familiar with it and adhere to it as you write your article.

In terms of your report's content, there are no specific rules, but please try to keep it short and to the point. We request that the report not exceed 250 words. In Microsoft Word, the word count tool is accessed through the "Tools" dropdown menu. Unless your committee's functions have changed during the last year, please do not tell us what it is that your committee does. If you feel that charts, graphs, illustrations or photos would enhance the value of your report, feel free to submit them. If no report is submitted by October 6, which coincides with the date of the Mazamas' annual meeting, then the committee name will be printed along with a list of committee members and chairperson, followed by the notation **No report submitted in bold type**.

Thank you very much in advance for helping us provide our membership with an informative and historical record of our activities. If you have any questions regarding the guidelines stated above, please feel free to contact the Publications Committee.

² From the home page, select "Forms and Paperwork" from the dropdown menu under the "Resources" tab; scroll down to "Publications."

OUTING SUMMARY GUIDELINES

The Publications Committee would like to thank you for helping to continue one of our organization's great traditions: Mazama outings. Our committee's main function is to compile and distribute a permanent record of the Mazamas' activities on an ongoing basis. The *Mazama Annual* is the primary vehicle for accomplishing this, and these guidelines describe how you can provide us with the information we need to create our record.

What should I write about?

Our primary interest as an organization is exploring mountainous areas, with emphasis on learning while we explore, sharing that knowledge with others, and protecting and conserving the alpine environment for the future. Your outing summary should emphasize these subjects. We are a nonprofit organization, and our legal status as such requires us to adhere to certain standards when we lead a group on an outing. By emphasizing educational and conservation related topics in your summary, the Mazamas maintains its credibility as a valid nonprofit organization that contributes to society in a positive way.

Do I have to write in a certain style?

We do not impose any particular writing style on you as authors, but we do have a couple of requests:

- Emphasize specific events or circumstances that occurred during your trip, not a strict day-to-day, detail-by-detail diary. While your summary will represent a historical record of your outing, it should also be compelling enough to make interesting reading.
- The Publications Committee maintains a “Guidelines and Rules” document to provide you with some general and Mazamas-specific grammar tips that help us maintain consistency throughout all our publications. The Guidelines and Rules document includes additional details about submitting digital and print photos. You can find the Guidelines and Rules document on the Mazama Web site³. Please be familiar with it and adhere to it as you write your article.

What is this year's deadline?

Outing summaries must be received by October 6, which coincides with the date of the Mazamas' annual meeting, for publication in the Annual.

How long should my summary be?

Due to our Annual's page limitations, please keep your summary to 250 words. In Microsoft Word, the word count tool is accessed through the “Tools” dropdown menu.

³ From the home page, select “Forms and Paperwork” from the dropdown menu under the “Resources” tab; scroll down to “Publications.”

In addition to describing the outing, please include the outing's name, location, dates, leaders, and participants. Please use previous outing summaries published in a recent *Mazama Annual* as examples.

How do I submit my article?

It's preferable to write your article on a computer using Times New Roman or Arial fonts, in 10 or 12-point type.

- e-mail it to this year's editor at [.annual@mazamas.org](mailto:annual@mazamas.org)
- You may also submit your article on a DVD-ROM, CD-ROM or 3.5 inch floppy disk, but please include a printed copy as well

When submitting physical materials such as a DVD-ROM, CD-ROM or floppy disk, typed copy or photos, either mail them to the Mazama Mountaineering Center to the attention of the Publications Committee or drop them off there:

Mazama Mountaineering Center
Attn: Publications Committee
527 SE 43rd Ave
Portland OR 97215

We will return your materials shortly after the *Mazama Annual* is published.

How do I submit photos?

Please send us several good photos to enhance your article. See the **Photo Submission Guidelines** (attached to this PDF, or available in the Guidelines and Rules document on the Mazama Web site⁴.) for additional details about submitting print and digital photos.

Thanks in advance for your contribution to the *Mazama Annual*. Your efforts are appreciated and will be remembered by their inclusion in our *Annual*!

⁴ From the home page, select "Forms and Paperwork" from the dropdown menu under the "Resources" tab; scroll down to "Publications."

PHOTO SUBMISSION GUIDELINES

Please follow these guidelines when submitting photos for any Mazama publication. If you have additional questions, please contact a Publications Committee member.

General Information

While we do not require professional quality photos for the *Mazama Annual* and other publications, we do employ technical and aesthetic standards in our selection process.

Your photos must be sharply focused and well-exposed to reproduce well in print.

They should be relatively free of areas of deep shadows or bright highlights that have little or no detail. Please make sure your prints and film are free from scratches and other imperfections.

Generally, landscape photos are more interesting when people are included to add a sense of scale. Except for group shots and summit celebrations, we rarely publish posed photos—photos in which the people are in the middle and are looking at the camera. As a rule, we choose photos in which people are actively engaged in the scene.

We like to have several images to choose from so that we can pick those that will provide the best quality image and give us placement options for size and orientation. Keep in mind that the cover of the Annual requires a vertically oriented photo.

Formats

In order of preference:

1. Digital photos that are four megapixels or larger (see comments in ‘Some Comments on Digital Images’ below)
2. 35 mm color slides
3. Color or B/W 35 mm negatives accompanied by prints
4. Color or B/W prints; maximum print size: 8.5 x 14”
5. All other formats of digital photos, film, prints, etc.

Descriptive Text and Captions

Please provide us with an e-mailed, typed or legibly printed caption for each photo. You may print a caption on the back of your prints, but be careful not to press so heavily that it shows on the front. Please do not write captions on slide mounts. Especially important are the identities and positions of the people in the photo. Also, please identify the place where it was taken, and let us know about anything else of importance in the image. We will print the photographer’s name directly under the photo, if we have that information.

Some Comments on Digital Images

It is important to note these facts when submitting photos for a print publication. Many of the digital images we have received in the past have not met our technical requirements and we have not been able to use them—a sad situation for everyone involved.

With digital cameras, the biggest difference between them is in the number of pixels. Older, more affordable digital cameras shoot pictures at only two to three megapixels.

Newer, more expensive cameras have four or more. More megapixels means finer detail in the photo. If you are using a digital camera, it should be one with a minimum of four megapixels, and the camera should be set to the largest file size and highest quality settings. Remember that a digital photo may look good on your monitor, but it will be rejected if it won't print at a high enough quality.

If your only use for the digital photos is to post them on the Web or e-mail them to others, you don't need to worry about the number of pixels. But if you wish to have them printed in the *Mazama Annual*, you need to be sure the camera is shooting **at least four megapixels and is set to the largest file size and highest quality settings**⁵.

Submission, Acknowledgment and Return

With your submission, please provide your name, full address, phone numbers, and e-mail address in case we need to contact you and for easy return of your material.

If you are submitting photos in other than a digital format, please package your submission carefully and send it to the Publication Committee's attention at the Mazama Mountaineering Center:

Mazama Mountaineering Center
Attn: Publications Committee
527 SE 43rd Ave
Portland OR 97215

We will acknowledge the receipt of your pictures by U.S. mail or e-mail. Your photos will be handled with care and will be returned to you. Finally, note that we cannot guarantee that any submitted photo or other artwork will be published.

⁵ Please read the operator's manual for instructions on how to set your camera to its highest quality.

SUGGESTIONS FOR WRITERS

Are you submitting copy for the Mazama *Bulletin* or *Annual*?

Our publication editors have requirements. Does your story meet them?

1. Proper English grammar and spelling.
2. Follow good journalistic practice. Your story should tell the reader:
 - A. **Who.** Give the **full** names of the people involved.
We have had *Annual* stories with first names only. The reader must guess who is being referred to.
All participants in an outing or climb deserve mention.
 - B. **What.** Identify the name of the activity or event.
 - C. **When.** Date (day of week usually also desired); time of day
 - D. **Where.** Place, street, trail, mountain route.
 - E. **Why:** Not always needed, but sometimes is a selling point on a future event.
3. For committee reports, please avoid expression of thanks to each person, unless some person actually performed in an extremely outstanding manner that year.
4. Please write about past events in past tense, not present tense.
5. Avoid long involved sentences. Splitting them in two often gives better readability.
6. Do some sentences have doubtful meaning? Don't make the reader guess or wallow in confusion.

The editors of the *Bulletin* and the *Annual* routinely make minor corrections in grammar and punctuation.

However, if your story is:

difficult to read
difficult to understand
lacking in critical information

the editor will send it back to you for a rewrite.

Remember, editors are working under time deadlines. Make your submissions well ahead of time.

If a rewrite is needed, please respond **immediately**.

Your writing is appreciated. Members who submit articles distribute valued information and record activities in Mazama history.