

Contributor Guidelines

Subjects should be AROC members, their cars, and Alfa-centric events (or events with significant Alfa participation). Essays, opinions, and letters to the editor are welcome. We do not pay for submissions. Once a piece (words, photos, illustrations) is published, it becomes the property of Alfa Romeo Owners Club, USA, in all formats available present and future.

Standard feature length is 800-1,000 words. News items are 100-300 words. Short subjects are 600-800 words. Chapter Scrapbook items are 250-400 words or simply big captions to go with a photo or three that describe the activity.

Manuscripts need to be typed, single-spaced with two returns between paragraphs, into an unformatted Word.docx document - no headers, footers, columnal text boxes, footnotes, etc. Do not double space after the period at the end of a sentence. Do not embed photos in the manuscript. Put your full name and email address on the manuscript, suggest a title and subhead. Send as an attachment to an email to mgr.editor@aroc-usa.org

If major editing is required, the writer will be shown the revised piece with edits noted electronically in "Review", the Word editing app that track changes. Layouts are not sent for contributor review.

Photos should be the highest resolution jpegs possible (but "raw" images are too big). Files can be approximately 2-4MB at 1200x800 pixels, 300 pixels per inch in size. The number of photos for features is typically 15-20 images; Short Subjects 4-8 images; News 2-5 images; Chapter Scrapbook 3-6 images. Photos can be emailed in several emails if the aggregate size is 15 MB or less. They can also be shared in a Google, SmugMug, WeTransfer, or other similar electronic transfer portal. Or the managing editor can share a DropBox folder. Please provide credits and captions or at least labels for all photos.

Deadlines are approximately the second week of the month, a minimum of two months in advance of publication (e.g., May 2024 content is due March 14.)

The AROC Pre-Publication Review Committee proofs the magazine before publication and their corrections/changes are final.

Style Guide 2024

changes/additions in dark red

AP Stylebook, current edition
Merriam Webster Online Dictionary
Elements of Style, by Strunk & White

Abbreviations

United Kingdom abbreviated U.K. – with periods

United States abbreviated U.S. – with periods

OK – all caps, not O.K., okay, Ok

Spell out states - do not use USPS ZIP Code style: CA, OK, DE

AGM – Many English-speaking countries (the U.S. excluded) have Annual General Meetings (AGMs), which are their national conventions by another name.

lb.-ft. pound feet

Ads – Classifieds

No periods when ending sentences with email or web addresses

Do use periods when sentences end with telephone number

Telephone numbers are all hyphens 213-543-6789

Don't include "ALFA" or "ALFA ROMEO" in the ad header (they're all Alfas)

Alfa enthusiast – *Alfista / Alfisti* (plural); italic, all male or mixed; *Alfisti* (all female)

Alfa Owner

No "the" used: not "the Alfa Owner", "the Owner", "The Owner" or "the Owner"

Not abbreviated Owner

Always italic

Capitalization

AM, PM

Club

Convention, National Convention if in U.S., Annual Convention if outside U.S.

Director

chapter – lower case

Euro-spec – cap E + hyphenated

fax – lower case

internet – lower case

kph not KPH

mph not MPH

Model name descriptors – capitalize (Spider, Sprint, Junior, Speciale, Lungo)

psi

occupational/professional titles: lower case (managing director, physical therapist, etc.)

VIN – all caps

ZIP – all caps

Car Specs

New AR vehicle specs: use the Alfa Romeo USA website as a guide

Chassis and VIN reference: set off by commas, no caps

No "number" after VIN

No "brake system" after ABS

Cortile Della Corse – name of 2019 National Convention, Pittsburgh, Penn; italic, initial caps

Credits

All stories must have a byline or sigline (bylines are capped in layout, lowercase on the TOC; siglines are indented, set in italic and preceded by an en dash)

All photos must have credits

Desert ALFAs – use the acronym capped + lowercase "s"

Driver – *pilota* / *piloti* (plural, all male or mixed) / *pilote* (all female) and italic

En dash w/ one space each side (not em dashes which are too big); not double-hyphens, which are old typewriter technique and wrong, and what happens a lot in Word when you don't or can't go to "Insert-Symbol-Advanced Symbol" and insert an en dash

Dates

Use AP style – no "th" or "rd" on the numbers. "They toured Enumclaw on June 8."

Italian (and other languages)

Don't italicize product, geographical or place names (Lago di Garda, Milano, Centro Stile, Parmesano Reggiano, Sangiovese).

Do italicize other Italian words and phrases (*ciao, grazie, amici*)

Model Nomenclature

Use "Fusi" – 6C 2500 SS, 8C 2900 B Lungo, 1300 Junior, Berlina 1900 T.I.

Don't italicize; stick to the common usages (Tipo 33, Berlina)

The appendages should be spelled out completely in the car/model name on first reference, and abbreviated afterward (Corto Super Sport = CSS)

Numbers: use AP style

Spell one through nine

Numerals after nine (10 through 999,999)

Combo starting at 1 million; decimal fractions: 2.5 million; same with money \$2.5 million

Alto Miglia - name of the 2021 convention in Colorado Springs, Colo.

20 / 20 Looking Back / Moving Forward - name of the 2020 convention that did not take place: spaces between 2020 and Back Moving

Alfiesta Coronado - name of the 2022 convention in Coronado, Calif.

semperverde2018 - name of the 2018 convention in Olympia, Wash.: lowercase and run together

Plural

Ferraris

Alfisti – singular is *Alfista* (female noun for both male and female enthusiasts)

Quote Attribution

Use AP style: last name OK **after first reference with** complete first name (with/without title) is used in text; full name if not previously used

Telephone Numbers

Use hyphens 852-115-4790

Designate the type of device with “cell”, “office”, “home”, or “fax” (don’t use quote marks) to inform what/where the number is

Time

AM, PM

noon – not 12 PM

midnight - not 12 AM

Time Zone - EST, EDT; CDT, CST; MDT, MST; PDT, PST

Tourist – *turista* / *turisti* (plural, all male or mixed) / *turiste* (all female) in italic

Typography/Layout

No two-letter breaks; three letters = OK

No breaking words between pages

Orphans (one word on a line before another paragraph) OK in three-column pages

Widows (one word at the top of a column of type) not OK anywhere

Subheads: flush left and bold with initial caps if not a phrase or sentence

Add/edit-in subheads to Alfis at Auction to better ID the events, break up type

Add end bug to final sentence of all stories

Don't break websites or email addresses

Words (more/other/miscellaneous)

online - one word

website - one word

on the Web - capped