

**The House of Burnett International, Inc.**  
**The Burnett Banner**  
*James C.A. Burnett of Leys, Editor-in-Chief*

**Overview:** The Burnett Banner is the flagship magazine publication of the House of Burnett and is a primary vehicle for our educational, historical, and cultural heritage missions. The Banner includes member-submitted articles, House of Burnett organization information, letter(s) from the Chief, upcoming event notifications, and other content as deemed appropriate by the President, the Managing Editor, the Chief of the Name and Arms (also listed as the Editor-in-Chief), the Editorial Committee, and the Board of Directors.

**History:** The Burnett Banner has been in existence since 2007 under the current name but has an even longer history. The House of Burnett, and the predecessor organizations, The Burnett Society and Clan Burnett, Inc., have also had Burnett newsletters under other names since the mid-1970s. Our hope is to try and find these earlier issues and add them to our archive. In effect, the Banner is pushing 50 years old, but we don't have a solid date for its initial start. Over the next year, we plan on consolidating all existing issues of the Banner on the <https://www.houseofburnett.org/burnett-banner> Web page.

**Roles:** The Managing Editor shall coordinate the publication of the Banner. The Editorial Committee shall support the Managing Editor. The Design Editor shall produce the finished product and disseminate it. The President and Managing Editor shall approve the finished product prior to dissemination. The Editor-in-Chief may make changes to this process or add a requirement for his approval at any time.

**Editorial Calendar:** Each year the President will create a Google Calendar with deadline dates for the publication year. Each member of the Editorial Committee will be invited. [Calendar can be found HERE.](#) ***Dates for each step may be adjusted as necessary, as we are an all-volunteer organization.*** However, ***we will try*** to stick to these dates to maintain a consistent and professional publication that reflects on the Organization as a whole. Please forward the calendar as needed.

### **Banner Format**

The following sections shall be the standard sections of the publication. These may be adjusted as necessary, and each Banner does not need to have them all and may be adjusted based on content available, space, and theme of each Banner.

- Letter From Crathes
- House of Burnett News
- Heraldry
- Genealogy/Origins
- Books/Publications
- Burnett History
- Scottish History
- Perspectives/Editorials, Personal Accounts

## Annual Publication Schedule

Spring Issue, March 15th

Summer Issue, June 15th

Fall Issue, September 15th

Winter Issue, December 15th

### **Editorial Process: *Dates are approximate. Please See Editorial Calendar***

1. 15th Day of Publication Month (Right after Publication)
  - a. Managing Editor begins to solicit and collect articles for the upcoming Banner. (See attached ***HOB Content Submission Guidelines***, below.)
  - b. President and Committee Members will help with this.
2. 11th Day of Month One
  - a. The Editorial Committee should make selections of materials for the upcoming Banner by the 15th Day of Month One.
  - b. Selections should be made based on incoming articles, any articles received, and so on.
3. 16th Day of Month One
  - a. Each article selected by the Committee will be assigned to an Editorial Committee Member for review and initial editing.
4. 1st Day of Month 2
  - a. Articles sent to the Copy Editor for in-depth editing and to the Design Editor for potential Layout ideas. The Design Editor will not produce a layout at this point but will only know the basic size and content to help with future layout.
  - b. Copy Editor should be given 20 days or so to review each article and edit.
  - c. At the same time, the Managing Editor will work with the Design Editor on the potential order of Articles.
5. 20th day of Month Two
  - a. Copy Editor sends final edited versions of each article, image list, and images to the Managing Editor and Design Editor.
  - b. The Managing Editor should review edited articles, make any changes, and then copy and paste them into one Word Document in the order previously decided (by Managing Editor and Design Editor).
6. Last day of Month Two
  - a. The Managing Editor should upload the final documents and images.
    - i. Documents should be uploaded into [this shared folder-Banner for Publication](#).
    - ii. Images should be uploaded in this folder. [Photos for Banner](#)
7. 1st day of Publication Month
  - a. Design Editor will begin layout of the Draft Banner
8. 12th of Publication Month
  - a. The Design Editor will then send the Draft to the Editorial Committee for final proofreading and review.
9. 13th of Publication Month:
  - a. Draft sent back to Design Editor with any minor edits identified.

- b. No major edits will be allowed at this stage.
10. 15th of Publication Month
    - a. Design Editor will make any identified minor edits, finalize the draft, and schedule it for publication and dissemination through the HOB email list.

**2024 Editorial Committee:**

*The Editor-in-Chief is not appointed and can make recommendations to content, staffing, process, and timeline as appropriate. The Managing Editor is appointed by the President as authorized by the By-Laws of the Organization. Board Members are encouraged to join the Committee and do not need to be officially appointed to sit on the Committee or support the Committee as appropriate. Other Members are invited by the Managing Editor to join the Committee as Committee Members.*

Terry Burnett, Managing Editor  
Michelle Baker Lee, Copy Editor  
Chris Burnette, Copy Editor  
Elise C. Burnette, Design & Layout Editor

**Contributors:**

Any member may submit content to the Editorial Committee for possible inclusion in a Banner publication and should be asked on a consistent basis. Non-members may submit articles for consideration with the approval of the Managing Editor and subsequent consent from the Editorial Committee.

***The following people should be asked for each upcoming Banner for their interest in submitting:***

The Chief  
Lieutenants and Lieutenant Emeriti  
Board Members  
Executive Officers (President, Secretary, and Treasurer)  
House Genealogists  
House Herald  
VP of Education  
VP of Games and Events  
VP of Membership  
Past Presidents and Directors

# HOB Content Submission Guidelines 2024

## Article Guidelines

- File Format:** .DOC, .DOCX, or .ODT. Documents should not be locked or protected. Please convert to an acceptable file type prior to submission.
- Article Format:** 12-point font, Times New Roman, single spaced. Artwork and photographs ***should not*** be included in the document itself and should be sent in a separate folder or email. ***Image locations*** should be identified, and an ***Image List*** should be included in this document following the instructions provided in the **Artwork Guidelines** below.
- Length:** 600 words for standard articles; 1200 words maximum for larger submissions. The Editorial Committee reserves the right to publish articles of greater length if space and continuity warrants.
- Editing:** All articles submitted for publication will be subject to a Copy-editing process to ensure spelling, grammar, punctuation, syntax, and usage are correct. All articles must be in English; however, grammar and spelling will be determined by the country of origin, i.e., UK submissions will be edited using UK grammar and spelling, though consistency of usage throughout the Banner should be considered.
- Release:** All articles and artwork submitted fall under the terms and conditions of the House of Burnett and an individual release form is not needed. These can be reviewed here: [Privacy Policy, Terms of Use, and Code of Conduct of the House of Burnett](#).
- Copyright:** Authors retain copyright of ALL submitted materials; however, the House of Burnett retains the right to use these materials as regulated by the [Privacy Policy, Terms of Use, and Code of Conduct of the House of Burnett](#).

## Artwork & Image Guidelines

- Overview:** Illustrations, pictures, and graphs should be supplied in the highest quality and in an electronic format that helps us publish your article in the best way possible. Please follow the guidelines below to enable us to prepare your artwork.
- Format:** **.jpeg:** Common format for pictures and photographs (containing no text or graphs). **pdf or png:** for graphs and illustrations.

**Labels:** Each photograph or other artwork should be labeled as the article title in a numerical order.

- For example, if the article is titled “Greenville Games,” the photographs should be titled “Greenville\_Games\_001.jpg”; “Greenville\_Games\_002.jpg,” and so on.

***Location of each image*** should be included in the article following this convention:

- **INSERT IMAGE “Greenville\_Games\_001.jpg” HERE**
- This should be in ALL CAPS and **BOLD** with a paragraph break before and after each.

**Image Descriptions:** Authors should include a list of all images submitted at the end of their submitted article. This list should include the file name (See **Labels** section above), followed by a brief description of the image, and the names of any subjects located in the image.

**Permissions:** Authors are responsible for gaining the permission from any subjects identified in the image. Please see: [Privacy Policy, Terms of Use, and Code of Conduct of the House of Burnett](#)

**Resolution:** Images require a resolution of at least 300 dpi (dots per inch). Line art should be supplied with a minimum resolution of 800 dpi. Modern (less than 5 years old) phones and design software (less than 5 years old) meet these guidelines.

If you are using older software or submitting older photographs, our designer may need to convert and/or adjust your images to prepare them for publication.

Submission of your images is considered acceptance of our terms and conditions under the [Terms and Conditions](#).

**Plagiarism Statement:** The Burnett Banner takes plagiarism seriously and by submitting articles or other content to the House of Burnett, you certify that the content is the author’s original work, or that the author has permission from any copyright holder to republish the material. Citations to authority must accompany non-original material. Please see: [Privacy Policy, Terms of Use, and Code of Conduct of the House of Burnett](#)

**Editorial Discretion Statement:** The Banner, in compliance with the Terms and Conditions and Code of Conduct for our community, will not publish false or injurious statements that are derogatory of another's reputation, race, ethnicity, religion, orientation, property, business, or product. The Editorial Committee reserves the right to deny publication for any reason. All materials published fall under and are subject to the [Privacy Policy, Terms of Use, and Code of Conduct of the House of Burnett](#).