



Astronomical League

Observing Program Division

Internal White Paper

Submission Format for the *Reflector*

The formatting of submissions to the *Reflector* magazine are critical to enable the editing team to optimize their production process. To reduce confusion about the formats required for a submission to the *Reflector* magazine for Observing Program Awards, this detailed document will outline the specific requirements and provide examples.

Specifications:

1. Coordinators will email their new awards to the *Reflector* editor by the end of the day on the first of the month each quarter. The due dates are:
 - **January 1**
 - **April 1**
 - **July 1**
 - **October 1**
2. Awards submitted after these deadlines will be included in the next issue of the *Reflector*.
3. The only changes that may be included after the deadlines are corrections to errors.
4. Awards should be submitted to the online database at the same time. They may be submitted more frequently as needed. Format is not an issue but be sure to include the awards' dates.
5. Each Observing Program for which you coordinate will have its own paragraph.
6. If you submit multiple Observing Programs in a single email, please list the programs in alphabetical order.
7. There are no line-breaks within an Observing Program's paragraph.
8. Each individual award will be separated by a semicolon and a space ("; ").
9. There will be no semicolon after the last award for an Observing Program. Do not put any punctuation at the end.
10. Awards for an Observing Program will be listed in ascending numerical order (when they are numbered awards). For those without numbers, alphabetical by last name will make it easier for the members to find their awards in the *Reflector*.
11. Different Observing Programs may have different systems for numbering their awards. This is not a problem.
12. Individual's names will be in **bold**.
13. Font should be 11-point Calibri (body).
(Example: No. 123, **Tycho Brahe**, Uraniborg Astronomy Club)
14. Some members have special membership levels. When this is the case, this should be used as their astronomy club/society name:
 - Lifetime Members
 - Patron Members
 - Member-at-Large
 - Youth Member-at-Large

15. Awards in those Observing Programs that allow submissions by non-AL Members will have this as their astronomy club/society name:
 - Independent
16. Members of more than one astronomy club/society must specify which club/society they want shown in the *Reflector*. Only one club/society will be shown. If necessary, multiple entries may be included in the database for the same award number and member.
17. When there are multiple levels of an award with the same certificate number, regardless of the recipient's name, then they should be listed lower level to higher level. Multiple awards to the same person may be combined as shown.

(Example: No. 7, **Tycho Brahe**, Bronze & Silver, Uraniborg Astronomy Club; No. 8, **Johannes Kepler**, Gold, Uraniborg Astronomy Club)

Or (if appropriate for your numbering system)

(Example: No. 7 & 8, **Tycho Brahe**, Bronze & Silver, Uraniborg Astronomy Club; No. 9, **Johannes Kepler**, Gold, Uraniborg Astronomy Club)
18. Awards with suffixes attached to the numbers will be shown in alphabetical suffix order and may be combined for an individual member.

(Example: No. 7-DA & 7-I, **Tycho Brahe**, Uraniborg Astronomy Club; No. 8-M, **Johannes Kepler**, Uraniborg Astronomy Club)
19. When there are various forms of an award with the same certificate number, regardless of the recipient's name, then they should be listed lower level to higher level and may be combined for an individual member.

(Example: No. 7, **Tycho Brahe**, Regular & Honorary, Uraniborg Astronomy Club; No. 8, **Johannes Kepler**, Honorary, Uraniborg Astronomy Club)
20. Please choose the formats that are appropriate for your Observing Programs:
 - A. If your Observing Program has numbered certificates and ONLY one (1) level:
 - No. 124, **Isaac Newton**, Member-at-Large; No. 125, **Tycho Brahe**, Uraniborg Astronomy Club; No. 126, **Johannes Kepler**, Uraniborg Astronomy Club
 - B. If your Observing Program has numbered certificates and multiple levels:
 - No. 124, **Isaac Newton**, Silver & Gold, Member-at-Large; No. 125, **Tycho Brahe**, Gold, Uraniborg Astronomy Club
 - C. If your Observing Program has numbered certificates and multiple techniques:
 - No. 124 & 124-B & 124-I, **Isaac Newton**, Member-at-Large; No. 125-I, **Tycho Brahe**, Uraniborg Astronomy Club
 - D. If your Observing Program has NO numbers on the certificates:
 - **Isaac Newton**, Member-at-Large; **Tycho Brahe**, Uraniborg Astronomy Club; **Johannes Kepler**, Uraniborg Astronomy Club



Aaron Clevenson, Observing Program Director



Kristine Larsen, *Reflector* Editor