

Notes for Contributors

It is intended that the Guide Sheets should be open to contributions from any qualified ICV person. The Overviews and the Trailwork Basics section are not. If you have ideas for additions or improvements to these please submit an outline to the co-ordinators for approval and inclusion.

The pagination of the Guide Sheets is organised so that you can insert new pages anywhere without changing the numbering of the pages that follow after.

For example:

At the time of writing, the last section in Appendix 1, Drainage, is *1.5: Cross Drain*, and the last topic in that section is

1.5c: Cross Drain - paving stones.

So if you wish to add a new item to to the Cross Drain section, say, about making a soakaway to drain the water away, it would be added as:

'1.5d: Cross Drain – with soakaway'.

In this way it can be included without pushing along the pagination of the rest of the Handbook.

And if you want to add an entirely new topic to the subject of drainage - for example about how to build a shallow ford across the path, it would follow on from *1.5: Cross Drain*, so it would be

1.6: Ford.

And the first guide sheet would be listed alphabetically as '**a**', making it

1.6a: Ford – excavating the trench.

Any number of sheets can now be added into this topic without disrupting the pages that follow. Apart from inserting the new page(s), the only other thing to do then is to add the item to the contents list.

(Continued)

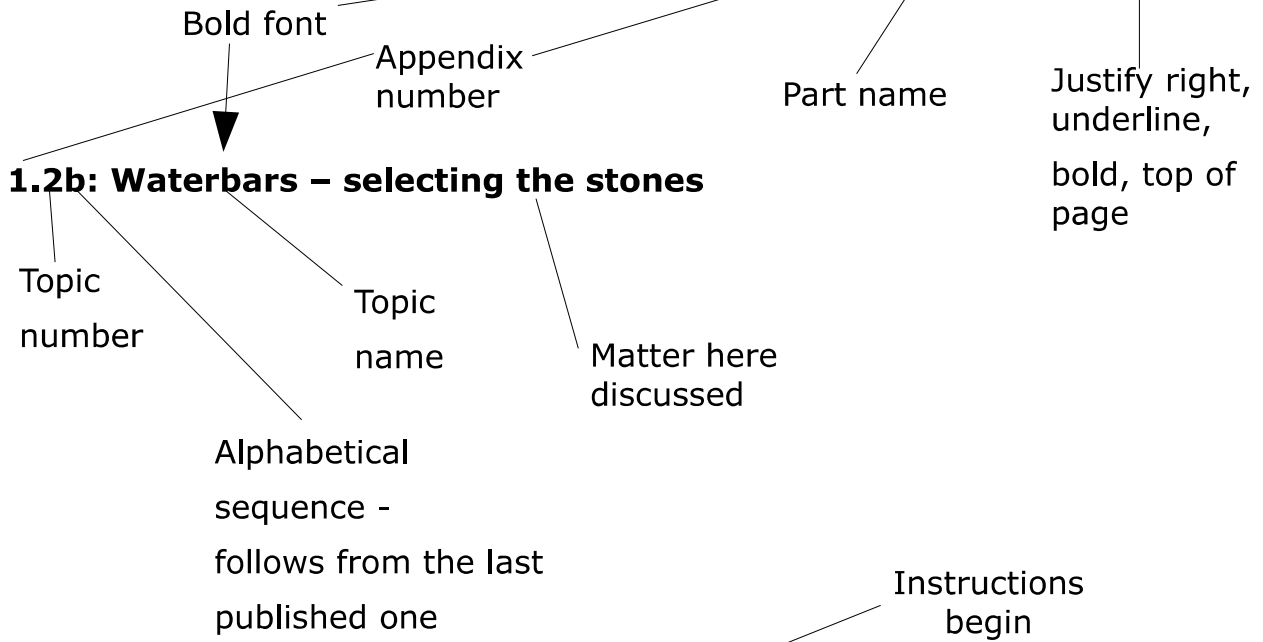
Notes for Contributors (continued)

When setting out your Guide Sheet,

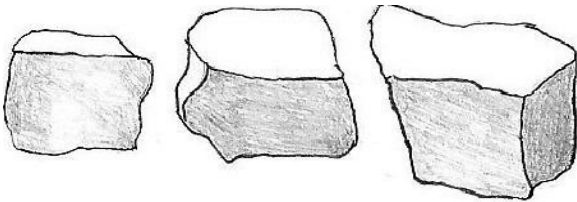
- Please use **Verdana font, size 12**, unless another font or size is needed for reasons of effect or layout.
- Please use **direct, clear, language** and the simplest possible vocabulary. Remember that many people reading it will not have your language as their first language. Also, it makes translation easier.
- Instructions should be **sequenced** in a way that makes it easy for the user to progress systematically through them.
- Make sure to put your name at the bottom of each sheet you contribute. This is important as it establishes it as **intellectual property** which is owned by you. It should be on each page because the Handbook is designed to have pages detached or downloaded separately from the main text.
- An **example of a layout**, with explanations, is given on the next page.

If you do not want to get involved with the technicalities of writing up your contribution, another approach is acceptable: make clear notes describing your ideas then give them to the co-ordinators, who will illustrate them if necessary and prepare them for publication.

Appendix 1: Drainage – Guide Sheets



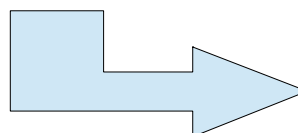
Bring together a selection of stones



Big and heavy. If you can lift a stone and carry it on your own it is probably too small.

And so on ...

Bottom of page, justified right.



Your name