

The e-APA Guidelines

e-APA is an Amateur Press Association primarily for science fiction fans, and is an attempt to bridge the format and style of traditional paper-based APAs with newer digital publishing formats.

Publication format: Each fanzine contribution will be in Adobe .pdf format.

Distribution frequency: Distributions are made once each calendar month. Deadline for submitting a fanzine is the first of the distribution month. The OE will compile the distribution and make it available as soon as practical (generally on the 2nd), and will notify members by e-mail when the distribution is ready for downloading. Bill Burns, at eFanzines.com, has generously agreed to provide server space and bandwidth for e-APA.

Activity requirements: Members are expected to contribute activity at least once every other distribution. Missing three consecutive distributions will cause the member to be dropped from the active roster; he or she will no longer be able to contribute to distributions. The OE may waive activity requirements for a member for serious reasons. Each fanzine must have a maximum size **no larger than 500K** in size (the equivalent of 4 to 6 pages, depending on content and graphics); there is no minimum size requirement. This is to keep the distributions at a reasonable size for members using dial-up connections. Activity may consist of either written or graphic material primarily by the member. Fanzines are e-mailed to the OE for inclusion in distributions.

Official Editor: Elected for a one-year term by ballot by eligible active members in January. The OE is responsible for receiving, archiving, and making distributions available for downloading, and for keeping track of member activity requirements. The OE will publish in each distribution an "official organ" (OO) with a table of contents of the distribution, a list of members, and any other official information required.

Membership: Membership is open to anyone. The active roster will consist of no more than 15 members. Prospective members should let the OE know by e-mail that they want to join, and will be expected to contribute to the next distribution. If the active roster is full, a waiting list may be started. Those on the waiting list may download distributions, but can't submit fanzines for distribution. Distributions will be password protected at the eFanzines site; members may, at their discretion, make their e-APazines available to the general public at eFanzines as well, or through any other medium.

Dues: There are no dues for e-APA. At the moment, Bill Burns is providing free server space at eFanzines.com for e-APA. Should it become necessary or desirable in the future, members will be canvassed regarding dues/fees to cover server space and bandwidth costs.

Amendments or changes: These can be made to this set of guidelines at any time after being voted on by the active members. A simple majority by active voting members is enough to amend or change the guidelines.

Miscellaneous: If members don't have or can't afford the Adobe Acrobat program for generating .pdf files, a free program called PDFCreator is available. This does an excellent job of creating .pdf files from virtually any word processor or text editor. It can be downloaded at:
<http://www.sourceforge.net/projects/pdfcreator/>

Another alternative is a small program called AcroPAD. This creates .pdf files from plain text files, using either its built-in text editor, or from text files created in other applications. It can be downloaded at: <http://www.dreamscape.it>

Another alternative is PDFProducer, a very small program (the archive is only 29K) that will convert plain text files to PDF. You can control the page size and rotation, along with choosing one of three fonts for text. *Very* easy to use. URL for downloading is
<http://naramcheez.netfirms.com/pdfproducer.html>

Lastly, LibreOffice www.libreoffice.org/download/ is an excellent Office Suite similar to MS Office, with built-in PDF file exportation.

Note that these are PC programs. While I don't claim to be an expert on creating PDF files, I'll be more than happy to help anyone with PDF problems if I can.

For further information or to join e-APA contact the OE, Garth Spencer, at garth.van.spencer@gmail.com.

Last Revised: November 20, 2016