

## E-APA Guidelines

**e-APA** is an Amateur Press Association primarily, but not exclusively, for science fiction fans, and is an attempt to bridge the format and style of traditional paper-based APAs with newer ePublishing formats.

**Publication format:** Each fanzine 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 has generously agreed to provide server space and bandwidth for e-APA at eFanzines.com.

**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, and 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 accessed dues 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:** Freeware IBM-PC/Intel (Windows) alternatives to the Adobe Acrobat program. Both Apple-based and Linux-based computers have PDF manipulation either built into the Operating System, or via pre-packaged open source programs.

For the PC running Windows, however, the following suggestions are offered. If you prefer an all-in-one package then [www.openoffice.org](http://www.openoffice.org) is the freeware solution. Previous stand-alone programs recommended in the past have been PDFCreator (this does an excellent job of creating .pdf files from virtually any word processor or text editor. (<http://www.sourceforge.net/projects/pdfcreator/> )

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: <http://paraschopra.com/software/pdfproducer.php>

Other reader alternatives are Sumatra and FoxIt, both of which are a lot smaller than Acrobat Reader and, for some, they apparently do a much better job as well.

One final alternative might be to use a Linux live distribution CD, where the operating system and programs are run from a CD rather than a hard drive, yet still gives you access to the likes of Open Office and other PDF tools.

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.

**Further inquiries regarding e-APA contact the OE, Kat Templeton ([katster@retstak.org](mailto:katster@retstak.org))**

Last Revised: Friday, October 2, 2009