

# Special regulations for the judging of philatelic and postal history literature

(Printed media, interactive and non-interactive electronic media)

## 1. Competitive exhibitions

These special regulations apply to the evaluation of philatelic and postal history literature in competitive exhibitions under the auspices of the Bund Deutscher Philatelisten e.V.

## 2. Competitive exhibits

For permission to enter competitively, the exhibition rules of the BDPH apply in each case in their most recent form.

## 3. Groups within the literature competitive class

### 3.1 Printed media

**Group 1A:** Research literature in book form or as loose-leaf publications.

**Group 1B:** Literature which serves to promote philately and deals with organisational matters in the field of philately and postal history, its object being documentation.

**Group 1C:** Catalogues

**Group 1D/1E:** Philatelic and postal history magazines and journals of study- and research groups, societies and federations whose

**Group 1D:** main content is in the nature of research literature, or which

**Group 1E:** serve to promote philately and deal with organisational matters in the field of philately and postal history, their object being documentation.

**Group 1F:** Single articles or series of articles in journals or catalogues, also lectures (including radio and television features) insofar as they are available in "printed manuscript" form.

### 3.2 Electronic media

**Group 2:** Non-interactive media (CD-ROM, DVD, other recording/retrieval systems)

**Group 2A:** Representations of philatelic and postal history research.

**Group 2B:** Documents which serve to promote philately and deal with organisational matters in the field of philately and postal history, their object being documentation.

**Group 2C:** Catalogues

- Group 2D:** Philatelic and postal history magazines and journals and periodical publications whose main content is in the nature of research literature.
- Group 2E:** Periodicals whose main content promotes philately and deals with organisational matters in the field of philately and postal history, their object being documentation.
- Group 2F:** Single articles or series of articles in journals or catalogues, also lectures (including radio and television features).
- Group 3:** Interactive electronic media (the Internet, websites)
- Group 3A:** Websites with representations of philatelic and postal history research.
- Group 3B:** Websites, which serve to promote philately and deal with organisational matters in the field of philately and postal history, their object being documentation.
- Group 3C:** Catalogues
- Group 3D:** Websites with philatelic and postal history magazines, journals and periodical publications whose main content is in the nature of research literature.
- Group 3E:** Websites with periodicals whose main content promotes philately and deals with organisational matters in the field of philately and postal history, their object being documentation.
- Group 3F:** Single articles or series of articles in journals or catalogues, also lectures (including radio and television features).

#### **4. Judging criteria for printed media**

##### **4.1 In Groups 1A, 1C, 1D and 1F the following criteria will be used for judging:**

- |  |           |
|--|-----------|
| 1. Treatment of the subject                      | 30 points |
| 2. Originality, importance and depth of research | 50 points |
| 3. Technical organisation / presentation         | 20 points |

*Total* *maximum 100 points*

##### **4.2 In Groups 1B und 1E the following criteria will be used for judging:**

- |  |           |
|--|-----------|
| 1. Treatment of the subject  | 30 points |
| 2. Originality, the level of positive impact, and the promotion of the organisation and quality of the documentation | 50 points |
| 3. Technical organisation / presentation   | 20 points |

*Total* *maximum 100 points*

## 5. Judging criteria for electronic media (data media, Internet, websites)

1. Treatment of the subject	30 points
2. Originality, importance and depth of research, the level of positive impact, the promotion of the organisation and quality of the documentation	40 points
3. Technical production	20 points
4. Presentation	10 points

*Total* *maximum 100 points*

## 6. Explanation of the judging criteria for printed media.

### 6.1 The following subdivisions of the judging criteria will help the jurors in Groups 1A, 1C, 1D und 1F towards a balanced result.

1. Treatment of the subject	30 points
Clarity and ease of understanding of the text	10 points
Selection, allocation and textual arrangement of illustrations	10 points
Style and linguistic accuracy	10 points
2. Originality, importance, depth of research	50 points
Originality of the subject	10 points
Philatelic importance of the subject	10 points
Correctness of the explanations, range and depth of research and ease of understanding for the reader, for periodicals the level achieved during the course of time	30 points
3. Technical organisation	10 points
Arrangement / sources and literature data / reader- and user-friendliness (e.g. list of contents, index, headings)	10 points
4. Presentation	10 points
Binding / printing and paper	10 points

**6.2 In Groups 1B und 1E the same subdivisions apply as under 6.1 except for:**

- |   |           |
|---|-----------|
| 2. Originality, degree of impact and the promotion of the organisation and/or quality of documentation                  | 50 points |
| Originality of the subject  | 10 points |
| Correctness of the explanations, degree of impact and the promotion of the organisation and/or quality of documentation | 40 points |

to 3.

In the case of collection-documentations there are usually not enough sources and literature data. The points in this area will be awarded for "reader-friendliness".

**7. Explanation of the judging criteria for electronic media.**

**7.1 Electronic, non-interactive data media (CD-ROM; DVD etc.)  
in Groups 2A, 2C, 2D and 2F**

- |  |           |
|--|-----------|
| 1. Treatment of the subject  | 30 points |
| Clarity and ease of understanding of the pages   | 10 points |
| Selection, allocation and textual arrangement of illustrations, quality of documentation | 10 points |
| Style and linguistic accuracy  | 10 points |
| 2. Originality, importance, depth of research  | 40 points |
| Originality of the subject   | 10 points |
| Philatelic importance of the subject   | 10 points |
| Correctness of explanations  | 10 points |
| Range and depth of research  | 10 points |
| 3. Technical organisation  | 20 points |
| Arrangement  | 10 points |
| User-friendliness, search functions, archive   | 10 points |
| 4. Presentation  | 10 points |
| Layout   | 5 points  |
| Compatibility  | 5 points  |

**in Group 2B and 2E (as explanations for Groups 2A, 2C, 2D and 2F except for Criterion 2)**

2. Originality, the level of positive impact	40 points
Originality and quality of presentation	20 points
Degree of positive publicity for the Organisation	20 points

**7.2 Internet, websites**

**in Groups 3A, 3C, 3D and 3F**

1. Treatment of the subject	30 points
Clarity and ease of understanding of the pages	10 points
Selection, allocation and textual arrangement of illustrations, quality of documentation	10 points
Style and linguistic accuracy	10 points
2. Originality, importance, depth of research	40 points
Originality of the subject for philately	10 points
Importance of the subject	10 points
Correctness of the explanations	10 points
Range and depth of research	10 points
3. Technical organisation	20 points
Arrangement (sitemap)	10 points
User-friendliness, search functions, archive	
Ease of interaction	10 points
4. Presentation	10 points
Layout	5 points
Compatibility and regularity of updates	5 points

**in Groups 3B and 3E (as explanations for Groups 3A, 3C, 3D and 3F except for Criterion 2)**

2. Originality, level of positive impact	40 points
Originality und quality of presentation	20 points
Degree of positive publicity for the organisation	20 points

# **Guidelines for judging literature exhibits**

**(Printed media, interactive and non-interactive electronic media)**

## **1 Treatment of the subject**

### **1.1 Clarity and ease of understanding of the text and presentation**

Clarity of presentation presupposes a sufficiently large font. Paragraphs and new pages facilitate reading. With printed periodicals it can be advantageous to set the text in two or more columns, though to use more than two columns is sensible only with very large formats.

An author should always try to put himself in the place of the reader and user; he should seek to take an exterior view rather than an internal one. Headings for example should have a philatelic content; this is particularly the case with periodicals. Headings such as "The special cover" or "To be or not to be, that is the question here", without any philatelic addition, convey nothing in this context.

Any necessary abbreviations are shown in a list of abbreviations. Also in periodicals a list of recurring abbreviations is reader-friendly. Important statements can be emphasised by bold type, however one should use these sparingly. Thus an individual word in bold type is often more effective than a complete sentence or a whole paragraph. Bold type combined with underlining looks amateurish. One may also emphasise a term by *s e p a r a t e d* lettering or, in electronic texts, by using a different background colour.

Good treatment of a subject shows itself by continuity in the work, for example in uniform headings and a separate heading for each table, in uniform typeface and skilful use of font sizes. Captions should be distinguished from the general text by a smaller font size. No more than two font sizes should be used. With electronic media text formats may be used as graphic features.

Linguistic continuity is expected by the use of uniform verb tenses. Changing past and present tenses is to be avoided.

Dates should be given in a uniform manner throughout the entire work. It is more reader-friendly to give months in words, or shortened (Oct. / Dec.) rather than to give numbers alone. To put a "0" before single-figure numbers for months should be limited to tabular data, or given when a date on a postmark is referred to directly.

### **1.2 Selection, allocation and textual arrangement of illustrations**

Illustrations, sketches and tables "loosen up" a work and make it more reader-friendly. The more the text is supplemented by good, suitably chosen illustrations, the more will be the joy that the reader or user of the work will have. Relevant illustrations should be placed as near as possible to the associated text.

It is advisable to number illustrations in order to relate them better to the text. Facts that are easily recognisable on an illustrated cover need not usually be described in detail. Background information in the description of an illustration is more important than things that are self-evident. A tabular listing of the individual illustrations with short explanations at the end of the publication is helpful.

The font used for captions to illustrations should differ clearly from the general text. Illustrations in colour should be the standard with electronic exhibits, illustrations in black and white the exception.

### **1.3 Style and linguistic accuracy**

One achieves a fluent linguistic style by active verbs in place of the frequent use of auxiliary verbs, and with sentences that are not too long, if possible using brackets sparingly. Additions in parenthesis can mostly be better replaced by footnotes; thus the flow of the text is not restrained. A good style is characterised by clear, short, important sentences rather than verbosity. Of course the content must be factually correct.

## **2 Originality, importance und depth of research**

### **2.1 Originality of the subject**

Under this heading not only are the quality and level of a work evaluated, but also the innovation achieved by the author, that is, to what extent it stands out against comparable work. The originality shows up in the selection of the subject, but also in the kind of treatment given. A subject that has already been frequently worked on will not achieve the same score as one that is being treated for the first time, which will have great postal importance.

### **2.2 The philatelic importance of the subject**

The importance of a subject results from the value which it has in the philately of a country, as well as at the same time from its relative importance to worldwide philately. A subject is in principle more important, the more fundamental and wide-ranging are the aspects of a philatelic feature, a philatelic period or a philatelic territory that it treats. The postal history of a large territory or a major city has, accordingly, more importance than that of a small district or a place without wider interconnections. Supranational subjects are more important than a subject which treats only one country or area. Bilingual and multilingual books usually have more importance than single-language books. The importance depends naturally also on the range of a work, the variety of its content and its complexity.



### **2.3 Correctness of the explanation**

It is understood that all the contents will withstand critical review. If a work should exhibit factual omissions or serious gaps then, depending upon the extent, this will affect the score that can be assigned.

### **2.4 Range and depth of research and ease of understanding for the reader/user, for periodicals the level achieved during the course of time.**

The depth of the research can be derived, among other things, from both the extent and the type of the sources used. Did the author make new discoveries or achieve new understanding? What effects do these have on the previous level of knowledge of a philatelic area?

The extent of the research first shows up in the content of the work, where

- a) comparison with similar works provides evidence of this and
- b) it is presupposed that the author points out the work of other researchers from all the various sources (printed media, electronic sources, the Internet, forum contributions), if these have been used.

The degree to which an author succeeds in making any new philatelic insights as clear and understandable as possible to the reader will be rewarded.

The degree of difficulty associated with research into literature in order to extract information will also have an effect on the score. If not only generally accessible sources are used, but also those which are more difficult to find, this will raise the status of the publication. Among the generally accessible sources are for example postal notices, while examples of those which are more difficult to access are archived postal documents and files in private archives. The use of sources that were previously unknown will be recognised.

## **3 Technical organisation**

### **3.1 Arrangement**

Any wide-ranging publication, whether it be a book, a journal or an electronic medium, needs a list of contents. The chapters should be sensibly arranged according to their subjects. A good arrangement differs from a simple listing by its logical structure. An important aid is the DIN numbering, whereby more than three, at the most four figures should be avoided.

With periodicals the table of contents is always to be in the same place.

### **3.2 Sources and literature data**

Naturally, the findings of other authors are to be indicated by references to the sources. It is not usually sufficient just to mention the work in the bibliography. Recognition will be given here, if

- a) the author, title, place and year of publication and the publishing house are quoted correctly,
- b) the relevant places with page numbers are quoted,
- c) and the scope of the bibliography is appropriate for the work and the subject.

Text quoted word-for-word is marked either by using quotation marks or in *italics*, giving an exact indication of the source by page number. An exact indication of the source is also expected when the substance of another author's work is given. The work of other authors deserves accurate citation.

Occasionally it is helpful to reproduce important sources in facsimile as an appendix.

### **3.3 Reader/user-friendliness**

Reader/user-friendliness and general appearance characterise a good publication from the first to the last page. In particular, such a publication has indexes, not only of people and geographical terms. Often it is useful to arrange philatelic facts in an index. A table of contents indicates only roughly what is treated in each chapter. For ease of access to important facts and findings, indexes are ideal.

Lists of postmarks and well prepared tables can fulfil the task of indexes.

Periodicals are more reader-friendly if similar subjects not scattered, but are coherently brought together in columns. Headings should be philatelically meaningful - this is important.

## **4 Presentation**

### **4.1 Binding**

The quality of the binding should be appropriate for the work. Books with a sufficiently robust makeup and with a suitable dust wrapper are well thought of. An exhibitor should be aware that a particularly attractively put-together and bound book can inspire not only the reader, but also the jurors in such a way that the positive impression also has an effect on other valuation criteria.

A meaningful, colourfully designed cover inspires reading and also perhaps the purchase of a book. An inscription on the back is also important, when this is possible.

A badly bound book, from which pages come loose after a short time, deters people from using it.

With some publications, like permanent supplements, it will be preferable, instead of publishing a bound book, to produce this in loose-leaf form. A suitable, meaningfully written file fulfils the same criteria as a well-bound book.

## **4.2 Printing and paper**

As a book is not a "disposable" item, it should not be printed on paper suitable for recycling, but on age-resistant paper. Glossy or satin-finish paper is effective, however with low-quality printing its positive effect would be lost.

To use a sufficiently dark, clear typeface should be self-evident. The number of colour illustrations, and especially the print quality of these, has a very positive effect when evaluating a book.

When reproducing original work [facsimile printing in the appendix] "impurities" should be eliminated from the artwork. The same applies to much-copied documents, and also illustrations.

## **4.3 Data media: CD-ROM, DVD etc.**

Data should be on the latest form of storage media in each case. They should be readable with software intended for the private user (Acrobat Reader®). A suitable introduction and a list of system requirements should be present.

The data medium should have a label giving the author, title and date of production.

The data medium must be in a plastic or card cover. This protective cover must also have a very clear and descriptive design – similar to a book cover – which must show the author, title and date of the production. In addition the inlay for the user must have operating instructions. A data medium printed in colour looks more professional.

Graphic elements such as illustrations, diagrams, facsimiles and scans should be of high quality and be appropriately placed for the viewer.

## **4.4 Websites (Internet)**

Websites should inspire curiosity in the user with an attractively designed portal page. This page must also give an overview of the available contents (buttons) clearly indicating the subject being discussed.

Graphic elements such as illustrations, diagrams, facsimiles and scans should be of high quality and be appropriately arranged for the viewer. It is advantageous if pictures are first shown as thumbnails which can be enlarged.

A detailed imprint with all the legally prescribed data must be given, also a reference to the last update.

Interactive features should, if meaningfully and technically feasible, be present. The possibility for dialogue with the reader/user regarding supplementing the content or commenting on contributions will have a positive effect.

It must be ensured that the website is readable in its entirety by use of all the usual browsers without any loss of quality.

## **5 Literature that serves to promote philately and deals with matters of organisation and documentation [1B, 1E, 2B, 2E, 3B and 3E of the special regulations]**

### **5.1 Originality**

This shows up in the choice of the subject of a book or electronic representation, also in the title, in the type of content and in the creativity used in the compilation of a work that has been worked on and carried through.

The documentation of the history of an association or a federation will, if done conventionally, not be able to achieve the same score as a written or electronic work that is peppered with new ideas. Can facts be philatelically verified? Are statistics monotonously represented or is this done impressively, creatively? Is there pictorial material from an association's history? If the situation should arise, is film footage included in the electronic medium?

The scope of a work is also evaluated under this heading.

With facsimile reproductions of collections the rarity of the collecting area plays an important part. Are there similar collections, or is it a unique collection with no peers? It will also be decisive whether or not original research is recognisable. Did the author (collector) make new discoveries clearly available to the reader? Are the collector's own interpretations recognisable or is it evident that the reports of expertising certificates have predominantly been used?

### **5.2 Correctness of the explanation**

Here the same applies as shown under 2.3.

### **5.3 The level of positive impact and promotion of the organisation and quality of the documentation**

Publications (in the form of print or electronic media) do not only have different objectives, they also have different target groups. Jurors will therefore consider how and in what measure a publication will reach its target group.

In the case of a pure documentation for the purpose of recording philatelic history, the score will depend on the importance of the subject.

In the documentation of an exhibit, the meaning that the subject has for philately in general will play a part.

Even though a larger printing will naturally reach more collectors, and a higher publicising effect will also be obtained than a small printing, the size of the print run will have no effect on the points earned.

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