Sample Format for Articles

Please include text in a word document
Photos should be attached separately (not embedded in the text)

Introduction:
Ever since I was a small child I have been fascinated by zebras. As I started designing my own patterns, I knew I wanted to bring these wonderful creatures to life in wood. (What was your inspiration for this project? Were there initial projects that you refined to get to this version? You can include basic preparation instructions in this section as well.)

Step-by-Step:
NOTE: Not all articles are step-by-step – please refer to the accompanying letter to determine the degree of instructions requested for your specific article. If your article is not a step-by-step, it is still helpful to break down basic information or instructions into paragraph format.

Use whatever naming system you have for the photos – if the photo is DSC001774 – then use that inside the brackets to tell us which photo you think best fits this step. If there are 2 or 3 options for this step, let us know that. Try to limit captions to 60 words each. If you go over, we can edit them down, but we can't take 200 words and edit to 60. Maybe it needs to be broken into two steps. Don't be concerned if you go over the estimated steps. We can condense and edit, or allocate more room to your article. It is more important to be thorough and cover the information needed.

<Photo 1 or DSC001774>
1. Prepare the blank. Sand the stock and attach the pattern. Drill blade-entry holes with a xx bit. (or) Draw the side and front profile onto the blank and rough out the carving on a band saw.

<Photo 2>
2. Instructions for second photo. Start with a summary of what we are doing in this step, and then move into the details.

Finishing or summary:
If finishing is not included in your step-by-step instructions, include a brief paragraph at the end:
Spray the project with clear spray varnish and attach a hanger, painting and antiquing instructions for a carving, etc.

About the Author:
Just a sentence or two. Your hometown, how long you have been doing this, how you got started, your family status, etc. (Please remember to include a picture!)

Materials and Tools:
List the various materials and tools used in the project. Include any special sources for items not widely available or that would aid the reader in completing the project.

Sidebar:
Sometimes there is information that isn't strictly needed for the purpose of the article, but that readers may find helpful or informative. Examples could be creating a special jig to make a technique easier or interesting history of the subject matter.

Tips:
Readers love quick take-away tips. Even if they don't make the particular project, they may be able to use your tip. Have you found a quicker/easier way to do something? We love photos to accompany the tips when possible.