



Fox Chapel Publishing

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Submission guidelines

You have been gifted with artistic skills and a talent for design. Our talents lie in making you look good in print. If you can get the idea down on paper, we'll clean it up and help you create an article you can be proud of. Don't agonize over grammar and spelling, but do strive for accuracy. If you use an 8 mm #3 gouge, make sure that's what you show in the photo (even if it's ratty looking and your new 8 mm #5 gouge is much cleaner and still shiny). Above all, have fun. You are sharing your skills and talents with a whole new generation of scrollers and carvers.

Article Types:

We publish three main types of articles. When the article type has already been established, we will furnish you with a sample article to follow. If you are not sure what your article category is, please contact us for clarification.

- ◇ **Step-by-Step:** These articles are written with the goal of taking the reader from start to finish with easy-to-follow steps accompanied by clear photos. Each article consists of a brief introduction, 10-20 photos that illustrate the technique one step at a time, a 50-60 word instruction for each photo, a Materials & Tools list, and a pattern.
- ◇ **Pattern Profile:** A short article that consists of a pattern, photo of the finished project, and basic instructional text.
- ◇ **Feature:** Our magazines are mainly how-to and instructional, but we do occasionally publish an inspirational article. These articles usually consist of several gallery photos and an interview with or biography of the artist. We like to include tips and techniques from the artist whenever possible.

Format:

- ◇ **Patterns:**
 - If you have clear drawings you used for a pattern (or computer generated patterns), please send them.
 - Computer-generated patterns should be Vector EPS Files, PDF, some CAD files if they are saved as DFX files, or high resolution jpg or bmp files (call or e-mail for more details).
 - If you don't have patterns, please send your artwork to us so we can draft a pattern from it.

◇ **Text:**

- Save the text as a Microsoft Word document. Do not paste the photos into the document.
- If you don't have Microsoft Word, please save the file in Rich Text Format (RTF). Call if you need assistance with this.
- Do not send a Pagemaker or Quark Express document (because of font issues)

- **Writing Guidelines:**
 - Write in the first person when drafting the introductory section. (I chose this project because; I feel a natural finish shows off the beauty of the wood). Write in an imperative style when drafting the how-to section. (Glue the pattern to the wood; Mix the paint).
 - Write in simple, understandable language.
 - Avoid jargon without explaining what it means.
 - Be specific about the tools used (a #3 Olsen skip tooth blade, or a 1/4" 25 degree V tool).
 - Overwrite—it's easier to edit for brevity than it is try to add more details
 - Write captions into the Word document but identify the photo it corresponds with (Step 1 Caption A, etc.).

- **Sections to include:**
 - Introduction: What makes this project special? Any specific uses? What caused you to create this pattern/artwork?
 - Instructions: How-to instructions. Please include any tips or techniques that you find useful in completing the project.
 - Materials and Tools list: Materials are used once and/or consumed in making of the project, such as carving blanks, clock parts, or glass eyes. Tools can be used for future projects, such as drill bits, saw blades, and carving tools.
 - Author Bio: Please write 2-3 sentences about yourself and include a photo of yourself. Feel free to include any hobbies or interesting facts along with the basics like the city you live in and previously published materials.

◇ **Photos:**

- **Acceptable formats**
 - High resolution .jpg photos (300 DPI, at least 5" long on long side)
 - High resolution .tif photos
 - Color slides
 - Professional color prints from film negatives

- **Photo guidelines:**
 - If possible, please send the finished artwork to our office for final photography. All pieces will be returned to you unless you specify otherwise. If this is not possible, please provide a photo of the finished piece against a solid-color background as well as in a "real life" setting if appropriate.
 - Whenever possible, we like to have "hands-at-work" in the photos to show the reader the position of the work and/or tools. We find that it is easier to grasp a concept when you actually see others performing the step.

- Make sure each step photo actually illustrates the technique used or progress made in the step instructions.
- Don't take photos of standard techniques such as gluing on a pattern, drilling blade entry holes, tracing on a pattern, or cutting out a blank.
- Do take photos of innovative or new techniques you developed (cutting into sharp corners, shaping or painting eyes)
- Do take photos with your hand and/or tools in the picture to show proportion and angles. It is always better to have too many in-process photos. Sometimes the photos that a novice finds most beneficial are not the same as what a more experienced artisan would think.
- Do make sure your photos are crisp and well lit
- Do label photos to correspond with the captions (Photo A corresponds to caption A, or Step 1 corresponds to the caption for Step 1)

◇ **Submission:**

- Please save all elements to a disk and mail the disk to Fox Chapel Publishing, 1970 Broad Street, East Petersburg, PA 17520. Sending large files such as photos through e-mail bogs down our e-mail program.

◇ **Notes:**

- When publishing a pattern with us, you are granting first periodical rights. A copyright will be placed on the printed pattern to prevent illegal copies from being made and sold. Ownership of the original pattern remains with you. You are entitled to sell individual patterns, however you are granting exclusive rights for periodical publication to us. The pattern cannot be printed in another magazine.
- Our contributors are paid on publication. You will receive your check along with contributor copies of the issue that your article appears in. We will also return your artwork once the issue is printed.

◇ **Contact Information:**

- **General Information:** Scheduling, payments, article ideas, etc. Mindy Kinsey, kinsey@foxchapelpublishing.com, Extension 159
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