

Contributors' Guidelines for Fibre Focus

Fibre Focus is an in-house magazine, one of the key benefits of membership in the Ontario Handweavers & Spinners (OHS). *Fibre Focus* provides weaving, spinning, dyeing, knitting, basketry, felt making and papermaking as well as sheep raising and craft supply information to the membership. Included with organisation news are profiles of craftspeople, how-to articles, techniques, news of interest in the fibre world, new developments in fibres and equipment, book reviews, events and competitions.

Fibre Focus is published four times a year at the end of March, June, September and December. Articles of interest to our members may be accepted from anyone.

Deadlines: Feature articles and photographs should be received before: December 31 for the Spring issue; March 31 for the Summer issue; June 30 for the Autumn issue; September 15 for the Winter issue.

FEATURE ARTICLES - The following information is required at the beginning of each submission:

1. Your Contact Information

Full Name
Full mailing address,
Telephone number
E-mail address

2. Author Bio: A short description of your fibre interests or background, 3 - 4 sentences maximum.

3. A list of the filenames of photographs, figures, diagrams submitted with your article, along with identifying captions and the name of the photographer, illustrator. For example:

Photo 1: birds nest.jpg

Caption: This bird's nest, filled with scrap yarn and discarded fleece, inspired my woven scarf.

Credit: Photograph by Joanne Smith.

See additional guidelines for photographs below.

ELECTRONIC SUBMISSIONS - Articles should be submitted electronically (via e-mail) as a Microsoft Word document (.doc or .docx files), as a Rich Text Format file (.rtf file) or as a WordPerfect document (.wpd file). Contact the Editor if you cannot send an electronic file in any of these formats.

Do not embed photographs, diagrams or illustrations with the text file. Send them as separate files. (See *Photographs* below)

RESERVATIONS - We reserve the right to accept or reject material at our discretion. All authors will be notified whether material is accepted or rejected. You are encouraged to contact

the Editor in advance to discuss the suitability of your submissions.

We reserve the right to edit material as necessary to fit the magazine's style and available space. We do not contact the writer for minor changes in spelling, grammar, sentence or paragraph structure. If time is available, the writer will be contacted to discuss major changes or cuts.

WRITING GUIDELINES - Accuracy is essential. Readers should be able to rely on the information in the publication. Make sure the spelling of all names and places used in your story, both personal and business, is accurate. Make sure you have permission to use a person's name. The names, full addresses and telephone numbers of the primary sources for stories should be submitted with your articles for confirmation purposes.

If you quote or use information from a book, other publication or website, your article must include a bibliography. Do not change quotes for clarity: drop the quotation marks and paraphrase or restate in your own words.

Your article should be written in clear, concise, descriptive prose. Clarity of thought and language, solid research, reliable facts and a vocabulary that is accessible to everyone are what make a successful story. Make every sentence count and don't repeat yourself. We will not print articles full of spelling or grammatical errors, articles that are too personal, articles with sexist or racial overtones, or articles that are really advertisements.

Fibre Focus follows Canadian spelling, punctuation and grammar guidelines. When preparing articles, set the language tool of your software to Canadian spelling.

When typing articles, start paragraphs at the margin, and leave one space between the end of a sentence and the beginning of the next.

It is understood that submissions are the sole work of the author. Should another writer's work be quoted within an article, then quotation marks must be used to identify it, and credit needs to be given to the original author. Should you choose to paraphrase part of a writer's work, it, too, must be referenced within the article. In both cases, full references need to be included in the bibliography you submit to the Editor.

PHOTOGRAPHS & ILLUSTRATIONS - Colour photographs are an important part of our magazine. Electronic submissions in jpeg or tiff (.jpg and .tiff files) are preferred. All submissions should have a minimum resolution of 300 pixels per inch. This means that a 4-inch by 6-inch photograph would have minimum dimensions of 1200 x 1800 pixels, as indicated by your digital camera or computer software. Higher resolutions are welcome. We only accept digital photographs.

Please send two or three photos per e-mail for ease of downloading. Be sure to indicate the total number of photos, diagrams and illustrations being submitted, and provide the identifying information for each at the beginning of your article. (see Feature Article Guidelines above)

PERMISSION - By sending us your photos or illustrations you give us permission to use them in the magazine and on our web site.

PHOTOGRAPHY GUIDELINES - All photographs should be well exposed, the subject in sharp focus and free of background clutter. To ensure maximum clarity, photograph your subject from as close as possible and ensure you have adequate light. Avoid windows and mirrors in the

background if at all possible.

Provide captions for your photos which adequately describe the content of the picture and identify all persons within it (from left to right). The photographer's full name, and permission if necessary, must be provided.

DIAGRAMS AND ILLUSTRATIONS - Diagrams and illustrations in colour or black and white are welcome additions to articles and should be submitted electronically as .jpg or .gif files whenever possible. List all diagrams, weaving drafts, etc., at the beginning of your article along with captions and credits (as for photographs). Number all figures consecutively within your text (i.e. *Figure 1, Figure 2*). Place figure numbers in the text to indicate the location of the diagram or illustration (i.e., Insert *Figure 1* about here).

Diagrams should be actual size and a minimum 200 pixels per inch resolution. Please send up to six diagrams per e-mail for ease of downloading. Be sure to indicate the total number of diagrams, and illustrations being submitted, and provide the identifying information for each at the beginning of your article. (See *Feature Article Guidelines* above).

Diagrams and illustrations from another source (e.g. the Internet) must be included within your bibliography and permission to use the image must be obtained in advance. *Free stock* images need to be identified as such with the sites listed within your bibliography.

If you have any questions or problems regarding photography and illustrations, please contact the Publisher.

.

COPYRIGHT - By sending us your story you give us permission to use it in the magazine and on our web site. Once we have agreed to accept your story we own first-time rights to it, which means you cannot have it reprinted in whole or in part until six months after it has appeared in our publication. You retain copyright of all material, but we request that if your article is reprinted at a later date, you notify us and that the next publisher mention its original published source. Any request we receive for reprinting your work will be passed on to you for your decision.

PAYMENT AND EXPENSES - Our writers' fees vary depending on the length of the story and the research involved but generally run about \$30 per published page, including photos and diagrams. Some expenses may be covered if pre-approved by the Publisher and receipts are provided. Please contact the Publisher if you wish to discuss a fee. Payments will be made by the Publisher as soon after publication as possible, usually within 30 days. Two copies of the magazine will be sent to each author in Canada or the United States (single copy to International addresses) with payment. Additional copies may be purchased by contacting the Publisher.

LIABILITY- *Fibre Focus* and/or the OHS cannot assume responsibility for any material sent to us, while in transit or in our possession. We are a volunteer organisation and most work on the magazine is being done in the private homes of volunteers. While we make every effort to handle your property with care and return it to you safely, accidents can happen.

Fibre Focus and/or the OHS cannot assume liability for personal loss, injury or death of its contributors while on assignment or freelancing. You are encouraged to ensure that your

personal insurance coverage is adequate.

SUBMISSIONS - Feature articles along with photographs and illustrations should be e-mailed to Editor, Flannery Surette: ffeditor@ohs.on.ca.

Questions regarding digital application of photos and diagrams or payment may be directed to: Publisher, Graham McCracken: ffpublisher@bell.net.