

## How to Submit To Handwoven

We receive lots of questions from subscribers about how to submit projects and articles to *Handwoven*. The main goal of *Handwoven* articles is to inspire our readers to weave. Articles and projects should be accessible to weavers of all skill levels, even when the material is technical. **The best way to prepare an article for *Handwoven* is to study the format and style of articles in recent issues.**

### EDITORIAL CALENDARS AND CALLS FOR SUBMISSIONS

Every January, we send out an Editorial Calendar for the next year that lists the themes for each issue, the due dates for proposals and the due dates for actual submissions. Prior to the proposal date for each issue, we also send out calls for submissions via email. We send an issue palette with our calls for submissions. If you would like to be on those email lists, please send a request to <https://www.getdrip.com/forms/377874282/submissions/new> .

### ARTICLE PROPOSALS:

To propose an article, please fill out the [Handwoven Submissions Form](#). Include in your submission why you think other readers would want to know the material you are presenting, what types of illustrations or photographs you intend to provide, and which issue you think it best fits. Please note that there are approximately 500 to 600 words in a one-page article and 1 or 2 photographs or illustrations, two-page articles are generally about 1,000 to 1,200 words and include 3 or 4 photographs or illustrations. (Please note the photograph specifics below.) (NOTE: Please limit file size to 1MB *per attachment*.)

### PROJECT PROPOSALS:

We try to give enough lead time between our calls for submissions and the submission due dates for weavers to be able to propose a project and weave it within that time frame. If you would like to propose weaving a project for an issue, please fill out the [Handwoven Submissions Form](#) with a short description of the item you would like to weave, the type of loom needed for the project (4-shaft, 8-shaft, rigid-heddle, inkle, etc.), the project's weave structure, and the yarns used. If you have drafts, photographs, or any other information about your project it is helpful for us if you attach them to the submissions form. The photographs that are most helpful are:

1. A full flat photograph of the project so that we can clearly see its shape and size. For long projects, please fold them so that both sides are showing.
2. A detail photograph that shows the weave structure and color interaction.
3. A finishing photograph whether it is fringe, hem, or other.
4. Optional: a styled photograph that shows off your project. Please don't over think this! It's completely optional.

If we accept your proposal and you haven't already submitted photographs, we will request you submit some photographs of your project as listed above.

Once all submissions have been received for an issue, an art committee evaluates and chooses projects. We try to balance issues based on project type, loom type, and difficulty of projects. Please note that

we receive many more 8-shaft projects than any other type, far more than we can publish. Including a 4-shaft option with your proposal is recommended but not required.

If your project is picked for an issue, we will set you up for a contract (see below), send you a project return form, project paperwork template, and ask you to send the finished project, the completed paperwork, and any draft or color orders. We keep accepted projects throughout production (usually about six months). All projects are returned after publication of the article. Please pack the item(s) with tissue paper to minimize wrinkling; please do not use Styrofoam peanuts or other artificial packing materials.

### **Tips for preparing project articles**

Easy-to-understand instructions are an important feature of the projects shown in *Handwoven*. For clarity and continuity, we have standardized the presentation in our project paperwork. Project articles usually include an introduction giving general information about the structure or design, a description of your weaving experience and/or tips relevant to the project, and a short author biography. The Project-at-a Glance gives specific project requirements and measurements. Next come the general steps required to make the project, with a draft and color order if applicable. Before writing your article, familiarize yourself with the project format in a recent issue.

Include in your introductory text any special features of the project, your design process, how the project was inspired, or how it evolved. If you have ideas for changes, variations, or different color schemes, mention them also. Include in the warping and weaving steps (these can be brief) whether you warped back-to-front or front-to-back. If an article demonstrates a technique, in-process photos of the weaving can be very helpful to the reader. For these photos, aim to include enough detail and background that the reader can see what is happening at the loom. (Please note the photograph specifics below.) If you have questions about how to phrase a specific technique in your project steps please ask us and we can send examples from previous issues.

### **Manuscripts**

Please send all manuscripts either as a Word document or in a format that is compatible with Microsoft Word. Do not send in manuscripts as PDFs. **Make sure your last name is on every manuscript you submit and in the file name. For example: Smith HW SO19 Article.doc or Smith HW SO19 Draft.wif.** Write fractions as “one-half” or “one and three-fourths,” etc. OR use decimal points, (different software programs translate numerical fractions differently). **Keep a copy of everything you send.**

### **Photographs and drawings for publication**

Photographs, whether digital or printed, must be sharp and clear with good contrast and a simple background. They are usually better if taken in natural light or incandescent (rather than fluorescent) artificial lighting instead of with a flash. Number each printed photo and identify with your name. If you send very large digital photos as attachments, let us know they are coming to be sure our mailboxes are ready to accept them. You can also use Dropbox or WeTransfer to transfer the files. Digital photos should be taken at the best possible quality and saved from the camera at a resolution of 300 dots per inch (dpi) and sent to us at the original size. Usually the photo is at the right resolution if you do not alter it at all after downloading from your camera. Do not use any photo program to send the photos;

just send the attachment directly. Do not copy photos into a Word document or embed them into an email as this makes the photo become too low of a resolution to print.

Drawings and diagrams should be prepared in an illustration program or in black ink on white paper (or graph paper). Weaving drafts from computer programs should be saved to the .wif file format and sent via email. **With your submission, please include a list of all graphics and photos with photo credits and possible captions.**

## **CONTRACTS AND PAYMENT**

A contract is sent when an article or project is accepted for publication. The contract indicates the fee paid for the article or project and specifies that Long Thread Media is purchasing first serial rights for publication and subsequent non-exclusive rights for use in other Long Thread Media publications and promotions including electronic media. The author verifies that the article is original work and that it has not been published previously. (If the piece has been mentioned on your personal blog, please let us know, as we may still be able to use it.) The author retains publication rights for the original materials after an initial period; the complete details are available in the contract. Long Thread Media reserves the right to edit the material as necessary to fit the style, format, or other requirements of *Handwoven*. A copy of the edited manuscript is submitted to the author for corrections before publication but more edits and corrections may be made after that time.