

Complex Weavers Journal Article Guidelines

Revised September 2010

Thank you very much for agreeing to write an article for the *Complex Weavers Journal*. Sharing information is what makes our organization and the *Journal* so special. You don't have to be a professional writer or journalist to have a successful product. The guidelines listed below will help you write your piece. They answer common questions to make it easier for you to plan and execute your submission, as well as identifying what we need from you so that we can include it in the *Journal*. Keep in mind that we are willing to help you and that there is a certain degree of flexibility with the Guidelines.

Length of Articles:

We do not have a page limit on articles, but brevity and succinctness are always appreciated by readers. For planning purposes, each column uses about 340 words, or 1,360 for a four-column spread, not counting space for graphics. Most word processing programs allow you to keep track of your word count. *In MS Word (Office 2003) go to "File", select "Properties" and then "Statistics". In MS Word (Office 2007) select the "Review" tab and then "Word Count" under the "Proofing" menu.*

Text Formatting:

MS Word, WordPerfect or rich text (rtf) are the preferred text formats. Other than what you need to properly convey your article to readers, do not worry about trying to get it into the *Journal's* format. All of that will be done for you, including arranging it in columns, correct indents, margins and spacing. Focus on the writing and don't worry about formatting. Use plain, consistent text and avoid fancy text formatting (bold and italics are okay). The *Journal* uses Times New Roman for the articles and different fonts for the headings, but whatever you use we can easily convert. Please do not embed graphics. If there is a particular place where a graphic needs to be located, you can use a placeholder such as "Figure 1 here". If you have a strong opinion about the layout, you can send two versions – one without graphics embedded and one with. However, keep in mind that we may not be able to duplicate the article exactly as you wish, given our editorial and layout standards.

Spelling:

We will spell check all articles. However, please verify the spelling of all proper names as we may be unable to detect a misspelling, and a spelling error could be embarrassing to you and to us. Also please be sure that the titles of publications are correct.

References (Bibliographies, Footnotes):

See page 3 for the accepted *Journal* format.

Graphics:

We can handle and convert almost any type of file format, but the preferred formats are outlined below. All graphics files need to be sent as attachments to emails, unless you are using "snail mail." If your photos and other graphics are in color, send them to us in color and don't try to change to grayscale (see exception for this on drafts). We will do the conversion and make sure they are edited properly for publishing. Furthermore, the colored versions will be posted on the CW website.

Weaving Drafts: Please submit a .wif (preferred), .dtx or .wpo electronic file. If you are unable to provide an electronic file, please contact us to determine the best approach. Colored drafts have to be converted to grayscale. If you have more than two colors in your draft, we prefer that you make the

conversion so the grayscales are to your satisfaction and best represent the weave effect you want in the drawdown. However, consider sending us the colored drawdown as well for the CW website.

Photos: Take photos at a resolution of at least 300 ppi and dimensions of at least 4" x 4". JPEG or TIF formats are both acceptable. If your fabric does not photograph well, try scanning it at 300 ppi or higher; sometimes this will improve the quality. Photographs and samples can be "snail-mailed" for us to scan if that works best for you.

Other Graphics (e.g. line art, logos, etc.): We can accept Paint Shop Pro, Adobe Photoshop, Adobe Illustrator, Corel Draw, bitmaps, JPEGs, GIFs and other universal formats. Please check with us if you have something unusual.

File Names and Captions:

Please name your electronic graphics and photos, including drafts, with file names such as "Davis Figure 3 finished sample.jpg". This tells us whose graphic it is, what proposed figure number it should be, and also an identifier in the event the sequence of figures changes in editing the article. Include graphic captions in the body of the text or at the end of your article.

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Photos and Images from Other Persons: If you are using images, drafts, text or other material produced by someone else, there is a *de facto* copyright and you and CW must obtain permission to use those materials. Even if someone gave you those for your use, written permission is required for publication. Please consider this when writing your article and avoid using other sources if at all possible, especially if obtaining a written permission is difficult. Get written permission and forward it to the Editor along with your article. If it is a minor item, an email message may be adequate permission but CW has an official permission form that we prefer to be used.

Process:

Submit your text and graphics in separate files and email them at the same time or in sequential mailings to the Editor, Lynn Smetko: CWJournalEditor@complex-weavers.org . Electronic files are preferred but not a requirement. If you need to send your files "snail mail" please contact the Editor to discuss the best format for sending them.

Here's what to expect. First your written text will be edited and returned to you for your comments and approval. We may have suggestions to improve your article, including technical corrections or suggestions. Then, or simultaneously, your graphics will be edited if they need to be converted to another format, resized or cleaned up. Next the article's layout will take place. You will receive a pdf of the final layout for approval. When your article is ready for publication, you will be sent a permission form that authorizes CW to publish your article and post the images on the CW website.

Remember, we are here to help you put forth the best written work you can produce. Thanks!

WRITING BIBLIOGRAPHIES

There are several ways of recording bibliographies at the end of an article, and perhaps we each have our favorites. Commas, periods, and listing of publishers, city, and date can be written in various manners. However, with the desire to provide consistency throughout the *Journal* the following format has been adopted to help all of us.

One Reference

If there is only one reference, it can be included in the body of the article:

For this project, I was inspired by Jane Doe's *The Coverlet Book* (Coverlet Press: NYC. 1968).

Books

Books are listed alphabetically with author's last name first and the title in italics (no boldface is needed) Note where the periods, commas, and colon are put:

Doe, Jane. *The Coverlet Book*. Coverlet Press: NYC. 1968.

If there is more than one author, use commas between the names.

Doe, Jane, and Brown, Mary. *The Coverlet Book*. Coverlet Press: NYC. 1968.

If the book was translated from another language, the original author is listed alphabetically with the translators name second.:

Gumpt, Renata. Translated by Doe, Jane. *The Coverlet Book*. German Press: Frankfurt, Germany. 1980.

Magazines

The author's last name is listed alphabetically with the title of the article in quotes and the magazine in italics. The magazines themselves are not listed in alphabetical order.

Doe, Jane. "Studying Coverlets in New York". *Weaving Coverlets Magazine*. Weaving Press: Atlanta, GA. Spring/Summer Issue. 1970.

Roberts, Mary. "Analyzing Coverlets". *The Coverlet Magazine*. Coverlet Press: Arlington, VA. Jan/Feb Issue. 1968.

Web Sites

Listed alphabetically with author's last name first:

Doe, Jane. "Studying Coverlets". www.colonicvalfabrics/newsletter/edu.html/

Museums

The museum itself is listed alphabetically with the other references.

Jackson Museum. "Antique Coverlets Exhibition". Exhibition Catalog. Museum Press: Allentown, NJ. 1967.