

WRITERS' GUIDELINES FOR *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.

Manuscripts

Most articles are prepared using computer word processing programs such as Microsoft Word. If the article was prepared on a computer, send the Word file as an attachment via e-mail or on a CD via the post office. Also send hard copy of the article, double-spaced, on 8½" x 11" paper. Make sure your name is on each page of the hard copy and number the pages. Write fractions as "one-half" or "one and three-fourths," etc., (different software programs translate numerical fractions differently). Keep a copy of everything you send.

Photographs and drawings

Photographs (digital, printed, or slides) must be sharp and clear with good contrast and a simple background (they are usually better if taken in natural light or artificial lighting instead of with a flash). Number each printed photo or slide and identify with your name. If you send large digital photos as attachments, let us know they are coming to be sure our mailboxes are ready to accept them (or send via mail on CD). Digital photos should have a resolution of 300 dpi. Usually the photo is at the right resolution if you do not alter it after downloading from your camera. Drawings and diagrams should be prepared in black ink on white paper (or graph paper) ready for redrawing by a staff artist. Include a list of all graphics and photos with photo credits and possible captions.

Author checklist, photograph, and bio

Tear off the checklist form on page 2 of the guidelines and attach to the article. Each article must include a very small photo and a very brief biography of the author. (In writing your bio, note that it has been pointed out to us that bios say "She/he loves to" and "She/he especially enjoys" too often, so be creative with this small space.)

Project photography

When projects have been accepted for publication, we request that authors send the woven pieces to Interweave for photography. You will not be reimbursed for these shipping costs. We will need to keep the items throughout production (usually about four months). All projects are returned after publication of the article. Please pack the item(s) rolled or wrapped with tissue paper to prevent wrinkling; please do not use styrofoam peanuts or other artificial packing materials. Place a sheet of paper with your name and address on top of the packed item so it is visible when the package is opened.

Contracts and payment

A contract is sent when an article is accepted for publication. The contract indicates the fee paid for the article and specifies that Interweave Press is purchasing first serial rights for publication and subsequent non-exclusive rights for use in other Interweave Press publications and promotions including electronic media. The author verifies that the article is original work and that it has not been published previously. The author retains publication rights for the original materials. Interweave Press 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.

Where to send

Send articles, article proposals, or photos for consideration to Madelyn van der Hoogt, Editor, *Handwoven*, PO Box 1228, Coupeville, WA 98239 (300 N. E. Fourth St. if using UPS or FedEx). Send items for My Space, What's Happening, or Spotlight to Liz Gipson, Managing Editor, *Handwoven*, 201 E. Fourth St., Loveland CO 80537-5655. Send show, conference, or class information for the Calendar to handwoven@interweave.com or *Handwoven* Calendar, 201 E. Fourth St., Loveland CO 80537-5655. If you have any questions, contact Madelyn at (360) 678-6225, mvdh@whidbey.net; or Liz at (800) 272-2193, ext 629; lgipson@interweave.com.

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. Project articles usually include an introduction giving general information about the structure or design or a description of your weaving experience or tips relevant to the project. 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 and/or your design process and/or how the project was inspired, and/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 you have been asked to weave a specific item for an issue of *Handwoven*, keep the Project at-a-Glance form nearby as you weave and record of all of the information required. If your selected piece has already been woven, be sure that your yarn calculations are based on what a person needs to make the project plus loom waste (rather than what you actually used, especially if you wove other items, did extensive sampling, used a warp from another project, etc.). You'll have to guess some of the measurements if you didn't keep records. Drafts should clearly indicate the exact number of warp ends threaded and the exact number of threading and treadling repeats; be sure to include the color orders of both warp and weft if there are color changes.

Measuring Take accurate measurements throughout the project: Measure the picks per inch as you weave, measure the length of the woven yardage (keep a tape measure attached to the cloth or use some other system to measure the woven length under tension). Measure the cloth again when you remove it from the loom. Measure the cloth a third time after it is finished (washed).

Yarns Use readily available yarns, not mill ends or odd lots. If the project has already been woven using yarns that are no longer available, find a suitable substitute and list it in the project directions and send the substitute for the yarn sample instead of the original yarn. Give complete information about each yarn (yd/lb, color numbers, manufacturer's name, etc.) and *exact* amounts required. To calculate warp yardage, multiply the number of warp ends by the warp length. To calculate weft yardage, multiply the number of picks per inch by the woven length in inches, multiply the result by the width in the reed, and add 10% for weft take-up. Include with your article a 10" sample of each yarn used. Include floating selvages in the total warp ends required by the project.

Include this checklist with all articles.

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 Name _____ Telephone _____ e-mail _____
 Address _____

Article checklist (cut on dotted line and attach to submitted article)

- ___ Written intro
- ___ Relevant photos or other visuals (include photo credits)
- ___ 25-word author bio
- ___ Author photo
- ___ Steps for warping and weaving (project articles only)
- ___ Draft (give source) and any other graphics or process photos (project articles only; include photo credits)
- ___ Project at-a-Glance form (project articles only)
- ___ Yarn samples (project articles only)