

British Tapestry Group Tapestry Weaver Submission Guidelines

Tapestry Weaver welcomes contributions from anyone involved in or who has an interest in Tapestry Weaving. In the newsletter we are striving to provide informative, challenging and creative articles to promote opportunities:-

- for the exchange of ideas
- to encourage wider experimentation
- for members to meet and share experiences
- for guidance and tuition at all levels
- for exhibiting and raising the profile of Tapestry Weaving

Tapestry Weaver is produced by a small group of BTG members who volunteer their time and expertise. It is posted to all members and additional copies are used to promote BTG to potential funders, galleries and for other events that BTG members are involved with around the UK. It is also available for sale to the public.

We welcome feature articles, exhibition and book reviews however, please note that we are not able to pay writers for their contributions.

Tapestry Weaver cannot guarantee to publish any article submitted or to publish an accepted article in a particular issue.

Articles should be sent to Janet Clark janet.clark2@gmail.com

Advertising Enquiries about placing an advert should be sent to Margarette Maxwell margarettmaxwell@btinternet.com

Guidance for Submitting Articles

It is helpful if you communicate by email and that copy is submitted in an electronic form. Word is generally the most convenient format. If it is not possible to send an electronic copy, hard copy must be print ready so that it can be scanned. Our policy is to edit with a light touch. If an article requires more serious revision, permission is sought from the author before changes are made.

1. Articles- word count

- Weaver profile (including 1 image) 660
- Book reviews between 250 and 350
- Exhibition reviews about 300-400 words are desirable.
- Regional group report: 270 each
- Double page feature spread with some images: 1,200/1,300
- Full page feature , no images: 960
- Half page no images : 440max

2. Copyright

All sources quoted must be acknowledged. It is the writer's responsibility to ensure that permission has been given by the author/publisher/photographer** to use materials such as photographs and drawings. Evidenced should be provided to the Editor in the form of a note accompanying the article stating that the writer has permission to use any images included.

N.b. The copyright of the article remains with the author.

3. Reference Information Requirements

If you cite another person's work in your article then you need to make sure that

a) In the Text

- When referring to the work or arguments of an author you need to state the **author's name** and the **date of publication**.
- if you use a direct quotation from an author, then you need to give a **page number**:

(b) Bibliography

All the references used should be listed alphabetically. Note that in the bibliography the names of all the authors should be given. The same basic information – **author, date, title** and **publisher** – is required no matter what kind of material you are citing.

(c) Internet

Author/Editor (date) *Title in italics*, Publisher (if ascertainable),
the website address in the format <http://internet address/remote path>

4. Images – see *copy right note* **

Images can make all the difference. Digital images should be a minimum of 300dpi, saved as tiffs or jpgs, at minimum of 210x148mm, so please use the highest setting on your camera.

When submitting photos, please provide a list of captions. We do not normally use numbers for diagrams or photos but please feel free to insert numbers in the text when you want to refer to a photograph. Please send the photographs and text as separate documents. Because of the size of the photographs they should be sent on disk. You may find it convenient to send lower resolution photographs by email and wait until the article is accepted before sending the disk.

3. Biography

Writers of feature articles are invited to provide a short biography (max 50 words) including any relevant websites for inclusion at the end of the article.

In this document

Writers = the person writing the article to be sent to BTG

Authors = the person who has published a book or article the content of which may be referred to by the writer

Photographer = the person who photographed the image

**Copyright on Images

Copyright of a photograph belongs to the photographer (and not the the subject of the photo). The only exceptions are if the photographer is an employee, when typically the copyright would belong to the employer or if the photographer has assigned the copyright to someone else.

If you are submitting another persons image(s) you need their permission in writing and be able to provide evidence of this to the Editor or Advertising Manager of Tapestry Weaver . If the photograher is unknown every effort should have been made to try and establish his/her identity.