

**Background:**

Published by the Handweavers Guild of America, Inc., the award-winning *Shuttle Spindle & Dyepot* (SS&D) magazine features articles on emerging artists and craftspeople, highlights innovative techniques and events, and honors established fiber artists and textile traditions. SS&D is a magazine for artists and craftspeople. As an international forum for weavers, spinners, dyers, basketmakers, felters, beaders, papermakers, sewers, braiders, and other fiber-related arts, it is a visually appealing, in-depth publication that promotes excellence in fiber art through articles that inform, enlighten, instruct, and inspire.

**Articles:**

Ideas and concepts related to textile arts, articles on textile history and preservation, artist profiles and guild-related projects presented in engaging articles are featured in SS&D. In-depth reviews of museum, gallery and textile exhibitions, as well as articles examining current issues relative to textiles and the fiber arts, are of great interest to HGA members and SS&D readers.

SS&D targets all levels of experience in articles on weaving, spinning, dyeing, felting, weaving with beads, basketmaking and other fiber techniques that examine a technique or tradition. The emphasis is on developing design skills, understanding techniques, marketing and craftsmanship.

**Manuscripts:**

Writers are invited to submit proposals that summarize the subject and point of view of the article. Complete articles, not exceeding 1200 words, are also welcomed.

Please present your manuscript or article ideas in the following format:

- Use 8 1/2" x 11" white paper.
- If the manuscript or article idea is unsolicited, please include a brief outline of the article, hard copy only (no longer than one page).
- **Provide a hard copy**, computer generated—typed and double-spaced.
- **Provide a digital file—on a disk (CD or zip disk) as a Microsoft Word document.**
- **Writers may also email the document as a Microsoft Word document, only if it is in an attachment to an email. \* Please indicate if the file is in an IBM/PC or Macintosh format.**
- In all email correspondence, please include your name, address, and telephone number in the signature of the email.
- Place your name, address, email address, **telephone number and fax number** on the upper right-hand corner of each page.
- Indent paragraphs.
- Use two-inch margins at the top and bottom and one inch on the sides.
- Include the bibliography at the end of the manuscript on both the hard copy and digital file.
- Include **photocaptions for all illustrations on both** the hard copy and digital file.
- Include sample photographs and/or illustrations as both hard copy and digital files.
- Include a list (hard copy) of **ALL** illustrations (photographs, slides, digital images, drawdowns, graphs, line drawings) with an accompanying descriptive note of each illustration.
- Include a brief autobiographical note.

Send manuscripts and/or article ideas to:

Handweavers Guild of America, Inc., 1255 Buford Highway, Suite 211, Suwanee, GA 30024, or email to <assistanteditor@weavespindye.org>

HGA will confirm receipt of the manuscript via email or mailed postcard.

### **Images: Illustrations and Photographs**

SS&D publishes good quality, original illustrations or images that accompany text which are used to show examples, to explain and/or to clarify. Illustrations include all of the following: slides, 4-inch by 5-inch transparencies, black and white or color prints, drawdowns, drawings, digital images, and photographs.

All illustrations should be sharp and clear without background clutter.

All illustrations should be included on the hard copy list of illustrations with a brief description.

All illustrations should be keyed to the text and captioned.

People in photographs must be identified.

Permission to print the photograph must be obtained (and presented to HGA) from persons appearing in photographs.

The name of the photographer must be included on the list of illustrations.

### **Print Photography**

Write key information on a piece of paper taped to the back of the print. **Do not write on the back of photographs.**

### **Digital Image Specifications:**

Digital images **must** be **at least 300 dpi** in resolution to print at least 4 inches by 6 inches in size. Digital images may be sent on the following devices: CD, DVD, Zip disk. The disk should also include a text document with a brief written description of the digital images included on the disk. A hard copy of the images along with their file names printed below each image must be included.

The following information should be included for all images, illustrations or photographs:

- Name of artist and/or author.
- Complete contact information, including email address, fax number, and shipping address of author (or artist, if different).
- Name of piece, dimensions, fiber content, fiber technique(s) used, and other pertinent information.
- Name of photographer to be given photo credit.
- How the piece is keyed to the text (illustration 1).
- An example of a complete photocaption: Joan Smith. *Sea at Midnight*. Handwoven, hand-dyed, stitched; wool, cotton; 9 by 9 inches. Photograph by John Smith.
- An arrow on the right side indicating the top of the illustration or sample.

## In House Photography

When it is necessary for the author/artist to send in the actual piece for in-house photography, the item must be tagged with:

- Owner's name and complete contact information including shipping address.
- Title of the piece.
- An indication of the right (correct) side of the work to be photographed.
- Insurance value.
- The piece must be keyed to the text (example: This Sample is Illustration #1).
- Include a list with the photocaption(s) (example: Photocaption for illustration #1).
- An arrow on the right side indicating the top of the sample.
- The piece(s) will be returned, postage paid, to the shipping address provided, insured via the same transport service used for delivery.

## Drafts:

In order to keep drafts uniform, all drafts will be redone on a computer software program to our specifications. If possible, provide a hard copy of computer-generated software drafts.

- Draw drafts on graph paper or print computer-generated drafts.
- Use numbers to mark the threading draft.
- For the rising shed (jack loom) tie-up draft, number the harnesses with the highest number on top and the lowest on the bottom, and indicate it as a rising shed.
- For the sinking shed (counter balance) tie-up draft, use X.
- Use short vertical dashes for the treadling draft.
- For the drawdown, fill in the squares where appropriate.
- Be sure to label the threading and the treadling. Indicate tabby by using **a** and **b**.

## The Publication Process:

The Handweavers Guild of America, Inc., provides a small honorarium upon publication of an article. In exchange, the author agrees that the work is original and has not been published previously. The author agrees to convey First English Language publication rights and Anthology (reprint, photocopy and electronic publication) and Web site posting publication rights to the Handweavers Guild of America, Inc., *Shuttle Spindle & Dyepot*. In addition, the author agrees not to sell, assign or transfer any remaining rights in and to the article until six months after publication in *SS&D* unless otherwise agreed with the editor.

Once a manuscript is chosen for publication, the editorial staff reviews the *SS&D* publication process with the author. At this time stipend or honoraria, the editorial process time frame, deadlines, steps and expectations of the author, proofing, and the review process are discussed. The editorial staff reviews the First Draft manuscript copy for content, clarity, conflicts and duplications.

Additional checking is done for spelling, punctuation and grammar. Awkward sentence structure is corrected, *SS&D* styles are applied, and text is often revised or deleted for clarity or space limitations. Checks are made to insure that names and places are spelled correctly; whatever appears on the original copy from the author is considered correct. For example, if a person's last name is "Smith" and the author spells it "Smythe," the copy editors and/or proofreaders have no way of knowing that it should be "Smith."

The copy is then placed in a 3-column “galley” layout and a Second Draft proof copy is printed. The galley is sent to the author for proofing and review and may be sent to a consultant.

### **Review by Consultants:**

The manuscript will also be reviewed by a specialist. For example, an article that includes formulas for mixing dyes will be reviewed by a chemist.

### **Author Review of Second Draft: Proofing & Comments**

The Second Draft galley proof copy is sent to the author for verification and author comments. The author agrees to check and review the following items, to initial their comments **and RETURN** their comments on the Second Draft copy to *SS&D* **as soon as possible**.

### **Author Check List:**

- **The spelling of names and places:** We all—authors, members and guilds—love to see our name in print, especially in our national organization’s magazine, but only if it is spelled correctly! PLEASE CHECK.
- **The accuracy of all illustrations:** During the computer generation process, has anything in the illustration been skewed? Reversed? Flipped? Rotated?
- **The placement of all illustrations:** Is this the correct illustration? Is this the correct placement of the illustration? Is it keyed correctly to the text?
- **The accuracy of all photocaptions:** Does the photocaption agree with what is shown in the photograph or illustration? Is the navigation information correct: from left to right? top to bottom? Is the photocaption clear? Is photo credit given? Is the spelling of the photographer’s name correct?
- **The author’s biographical note:** Is the author note included? Is it correct?
- Comments from the author should be signed or initialed and
- Forwarded (faxed or emailed, if possible) to the editor as quickly as possible with errors, misspelled names or misplaced diagrams noted on the returned copy.
- The galley/draft proof copy with author’s corrections **must be returned** to *Shuttle Spindle & Dyepot*.

### **Proofreader:**

The proofreader inspects all final copy and photo captions and makes changes as necessary.

### **Final Copy:**

Author will receive the third and FINAL COPY of the article as the article goes to press. Again, the author is responsible for checking the text for any mistakes on all illustrations (photographs, drawdowns, drawings, etc.) and captions in this Final Copy. At this time, it is **extremely** important to notify the assistant editor of any mistakes in the final copy **as soon as possible**. T. 678-730-0010, F. 678-730-0836, <assistanteditor@weavespindye.org>, <hga@weavespindye.org>.

## **Honoraria and Publication Agreement:**

The Publication Agreement is a signed agreement that states that the work is original and has not been previously published. By signing, the author verifies that the work is their original work. The agreement also notes the honorarium amount to be paid upon publication of an article, and in exchange, the author agrees to convey First English Language publication rights and Anthology (reprint, photocopy and electronic publication) and Web site posting publication rights to the Handweavers Guild of America, Inc., *Shuttle Spindle & Dyepot*. In addition, the author agrees not to sell, assign or transfer any remaining rights in and to the article until six months after publication in *SS&D* unless otherwise agreed with the editor in writing.

## **References:**

All references must be documented.

## **Bibliography:**

Please use this format for a book:

Atwater, Mary M. *The Shuttlecraft Book of American Hand-Weaving*. New York: Macmillan Publishers, 1928.

Use this format for a magazine article:

Guy, Sallie. "Twill 2- Double Width Afghans." "Shuttle Spindle & Dyepot" (Winter 1983), 34.

## **Citations:**

Parenthetical references are used to clarify (in the body of the text) when documenting research, or when reference should be made to a particular book, page or section of a book.

For example:

Author date method (Atwater 1928) or author, date, page method (Atwater 1928, p. 178)

For sample see:

Duncan, Kate. "The Kutchin Baby Carrying Strap." *Shuttle Spindle & Dyepot*, (Spring 1992), 38.

## **Book Review Guidelines:**

Book reviews follow general manuscript instructions.

Please begin your book review with this format:

BOOK TITLE IN CAPITALS, by (add Author's Name). Publishing Company, Street, City, State and Zip. Year of Publication. Soft or hard cover. Number of pages. Price.

Do not exceed 500 words.

Added:

Please end your book review with this format:

Reviewed by: **Your Name, City and State or Province.**

Suggestions for book reviews:

- General description of book.
- To whom it would appeal.
- Would you recommend this book for a personal library?
- Author's purpose in writing the book.
- Author's qualifications.
- Merits of the book.
- Any weaknesses.
- Quality of illustrations and/or diagrams.