

## 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:

- 8 1/2" x 11" document
- If the manuscript or article idea is unsolicited, please provide a brief outline of the article.
- **Provide a Microsoft Word document, emailed as an attachment.**
- 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.
- Include sample photographs and/or illustrations.
- Include a list of **ALL** images (illustrations, photographs, drawdowns, graphs) with an accompanying descriptive note of each image.
- Include **captions for ALL images** that will be included.
- Include a brief autobiographical note, 75 words or less.

Email manuscripts and/or article ideas to: [Editor@WeaveSpinDye.org](mailto:Editor@WeaveSpinDye.org). HGA will confirm receipt of the manuscript via email.

## Images: Photographs, Illustrations, Drawdowns, Graphs)

SS&D publishes good quality, original images that accompany text which are used to show examples, to explain and/or to clarify.

- All photographs should be sharp and clear without background clutter.
- 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.
- All images should be listed with a brief description, including artists credit if not the author.
- All images should be keyed to the text and captioned.

## Digital Image Specifications (*slides, transparencies, or prints are no longer accepted*):

- Digital images **must be at least 300 dpi** in resolution (1800 pixels on the longest side), saved at maximum quality, to print *at least* 4 by 6 inches in size. Preferred format .jpeg or .tif
- Digital images may be sent via a link to cloud-based sharing services such as Dropbox, WeTransfer, etc. (preferred) or sent on disk, mailed to Editor, 1255 Burford Hwy., Suite 209, Suwanee, Georgia 30024.
- A contact sheet of the images, along with their file names printed below each image, should be included.

The following information should be included for all submitted images:

- 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 or illustrator for image credit.
- Show how the piece is keyed to the text (example: Figure 1).
- Provide detailed image captions: Joan Smith. *Sea at Midnight*. Handwoven, handdyed, stitched. Wool, cotton. 9 by 9 inches. Photograph by John Smith.

## Submitting an item for 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 correct side of the work to be photographed, such as an arrow on the front side indicating the top of the sample.
- Insurance value.
- The piece must be keyed to the text (example: This sample is Figure 1).

- Include a list of caption(s) to go with submitted items. Example: Caption for Figure #1...
- 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, submitted drafts may be redone to *SS&D* specifications and to meet printing standards.

- Email the .wif file to Editor@WeaveSpinDye.org, along with a screen capture or pdf of the completed drawdown. If using a hand-drawn draft, email a scan of the draft.
- Use numbers to mark the threading and treadling, if your software allows.
- For a rising shed (jack loom) tie-up, number the harnesses with the highest number on top and the lowest on the bottom, and indicate it is a rising shed.
- For a sinking shed (counter balance) tie-up, use X for the treadling if your software allows. Otherwise, indicate the draft is based on a sinking shed loom.
- Include the drawdown, not just the threading and treadling.
- Be sure to label the threading and the treadling. Indicate tabby by using **a** and **b**.

### **The Publication Process:**

Once a manuscript is chosen for publication, the editorial staff reviews the *SS&D* publication process with the author. At this time the 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. (See also *Honoraria and Publication Agreement* below.)

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."

### **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, Proofing & Comments, Final Copy:**

The author agrees to check and review the following items, to initial their comments **and RETURN** their comments to *SS&D* **as soon as possible**.

It is **extremely** important to notify the magazine of any mistakes in the final copy **as soon as possible**. Phone: 678-730-0010, Fax: 678-730-0836, Email: Editor@WeaveSpinDye.org, or HGA@WeaveSpinDye.org.

### **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 captions:** Does the caption agree with what is shown in the photograph or illustration? Is the navigation information correct: from left to right? top to bottom? Is the caption 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?
- Corrections should be emailed to the editor as quickly as possible, misspelled names or misplaced diagrams clearly noted.

### **Proofreader:**

A team of proofreaders inspect all final copy and photo captions and makes changes as necessary.

### **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.

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.