

long thread

MEDIA

Handwoven and Little Looms Contributor's Guidelines

Our readers and subscribers provide much of the content in *Little Looms* and *Handwoven*, and we love that! If you are interested in submitting a project or article to either magazine, this document will shed some light on our process and what you need to do to join it. We do our best to make proposing and submitting projects and articles easy and fun, and we are happy to help with any questions you might have that aren't covered here. You can contact us at handwoven@longthreadmedia.com.

The main goal of both magazines is to publish projects and articles that 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 or project for *Handwoven* or *Little Looms* is to study the format and style of articles and projects in recent issues.**

Whether you are submitting an article or a project, we expect that the materials you send us are original to you, not someone else's work or design, and not previously published by you. Questions about this are part of the proposal process. We need to know the origin of your drafts, resources you used during research, and the source of any drawings and photos.

EDITORIAL CALENDARS AND CALLS FOR SUBMISSIONS

Every January, we send out an Editorial Calendar for the next year that lists the themes for each issue, the due dates for proposals, and the due dates for submissions of finished projects. Prior to the proposal date for each issue, we also send out calls for submissions via email. We send an issue palette with our calls for submissions. If you would like to be on those email lists, please send a request to <https://www.getdrip.com/forms/377874282/submissions/new>.

ARTICLE PROPOSALS:

To propose an article for either magazine, please fill out the [Handwoven Submissions Form](#). Include in your proposal why you think other readers would want to know the material you are presenting, what types of illustrations or photographs you intend to provide, and why you think it fits the selected issue's theme. Please note that there are approximately 500 to 600 words in a one-page article and 1 or 2 photographs or illustrations; two-page articles are generally about 1,000 to 1,200 words and include 3 or 4 photographs or illustrations. (Please note the photograph specifics below.) (NOTE: For photographs submitted through the online form, please limit file size to 1MB *per attachment*.)

PROJECT PROPOSALS:

We try to give enough lead time between our calls for submissions and the submission due dates for weavers to be able to propose a project and weave it within that time frame. If you would like to propose weaving a project for an issue of either magazine, please fill out the [Handwoven Submissions Form](#) with a short description of the item you would like to weave, the type of loom needed for the project (4-shaft, 8-shaft, rigid-heddle, inkle, etc.), the project's weave structure, and the yarns used. Part of the proposal is confirming that the yarns you used are readily available and if not, identifying suitable

substitutes. If you have drafts, photographs, or any other information about your project, it is helpful for us if you attach them to the submissions form.

The project photographs that are most helpful are:

1. A full flat photograph of the project so that we can clearly see its shape and size. For long projects, please fold them so that both sides are showing.
2. A detail photograph that shows the weave structure and color interaction.
3. A finishing photograph, whether it is fringe, hem, or other.
4. Optional: a styled photograph that shows off your project. Please don't overthink this! It's completely optional.

If we accept your proposal and you haven't already submitted photographs, we will request you submit some photographs of your project as listed above before the photo submissions due date.

Once all proposals with submitted photographs have been received for an issue, an art committee evaluates and chooses projects. We try to balance issues based on project type, loom type, and difficulty of projects. Please note that we receive many more 8-shaft projects for *Handwoven* than any other type, far more than we can publish. Including a 4-shaft option with your proposal is recommended but not required.

If your project is picked for an issue, we will set you up for a contract (see below), send you a project return form and project paperwork template, and ask you to send the finished project, the completed paperwork, and any draft or color orders needed to weave your project. We keep accepted projects throughout production (usually about six months). All projects are returned after publication. Please pack the item(s) with tissue paper to minimize wrinkling; please do not use Styrofoam peanuts or other artificial packing materials.

TIPS FOR PREPARING PROJECT ARTICLES

Easy-to-understand instructions are an important feature of the projects shown in *Handwoven* and *Little Looms*. For clarity and continuity, we have standardized the presentation in our project paperwork for each magazine and by loom type. Before writing your project article, familiarize yourself with the project format in a recent issue for the magazine you are submitting to, and if we haven't already sent it to you, ask us for the project paperwork.

Project articles include an introduction giving general information about the structure or design, a description of your weaving experience and/or tips relevant to the project, and the resources whether print or digital that you relied upon for techniques and inspiration. The Project-at-a Glance gives specific project requirements and measurements. Next are the general steps required to make the project, with drafts and color orders if applicable, and finally, there is a short author bio of about 20 words.

Include in your introductory text any special features of the project, your design process, how the project was inspired, or how it evolved. If you have ideas for changes, variations, or different color schemes, mention them. Note that introductory articles for *Handwoven* tend to be 150–300 words long, and the project introductions in *Little Looms* are in the 100–150-word range.

In the warping and weaving steps (these can be brief), include your warping method if it is important to successfully weaving the project. If an article demonstrates a technique, in-process photos of the weaving can be very helpful to the reader. For these photos, aim to include enough detail and background that the reader can see what is happening at the loom. (Please note the photograph

specifics below.) If you have questions about how to describe a specific technique in your project steps, please ask us and we can send examples from previous issues.

MANUSCRIPTS

Please send all manuscripts as either a Word document or in a format that is compatible with Microsoft Word. Do not send manuscripts as PDFs. We receive a large volume of documents and photos every day. **Please make sure your last name is on every manuscript you submit and in the file name of all types of files. For example: Smith HW SO19 Article.doc or Smith HW SO19 Draft.wif.** Write fractions as “one-half” or “one and three-fourths,” etc. OR use decimal points, as different software programs translate numerical fractions differently. **Keep a copy of everything you send.**

PHOTOGRAPHS AND DRAWINGS FOR PUBLICATION

Photographs, whether digital or printed, must be sharp and clear with good contrast and a simple background. They are usually better if taken in natural light or incandescent (rather than fluorescent) artificial lighting instead of with a flash. Number each printed photo and identify with your name. If you send very large digital photos as attachments, let us know they are coming to be sure our mailboxes are ready to accept them. You can also use Dropbox or WeTransfer to transfer the files. Digital photos should be taken at the best possible quality and saved from the camera at a resolution of 300 dots per inch (dpi) and sent to us at the original size. A photo is generally at the right resolution if you do not alter it at all after downloading from your camera. Do not use any photo program to send the photos; just send the attachment directly. Do not copy photos into a Word document or embed them into an email, as this makes the photo become too low of a resolution to print.

Drawings and diagrams should be prepared in an illustration program or in black ink on white paper (or graph paper). Weaving drafts from computer programs should be saved to the .wif file format and sent via email. **With your submission, please include a list of all graphics and photos with photo credits, photographer contact information, and possible captions.**

CONTRACTS AND PAYMENT

A contract is sent when an article or project is accepted for publication. The contract indicates the fee paid for the article or project and specifies that Long Thread Media is purchasing first serial rights for publication and subsequent non-exclusive rights for use in other Long Thread Media publications and promotions including electronic media. **The author verifies that the article is original work and that it has not been published previously.** (If the piece has been mentioned on your personal blog, please let us know, as we may still be able to use it.) The author retains publication rights for the original materials after an initial period; the complete details are available in the contract. Long Thread Media reserves the right to edit the material as necessary to fit the style, format, or other requirements of *Handwoven or Little Looms*. A copy of the edited manuscript is submitted to the author for corrections before publication, but more edits and corrections may be made after that time.