



## Submission Guidelines for the Journal

The Beadworkers Guild Journal is filled with work by our members wherever possible and we really welcome your designs and ideas for features. There are several ways to get your work into the Journal.

### Stories and Feature articles

If you have a good beading story to tell or a really good idea about a particular aspect of beadwork or a beading technique, we can feature it in the Journal.

You don't have to be able to write the article on your own. Contact the Deputy Editor (or send in a submission form) and if we like the idea we will take you through all the steps to get it on to the page. For example we can have a phone chat and take down all the details, or compile a list of questions for you to think about and answer. We can also photograph any work to go with the feature. If we commission you to write the article yourself, please send it along with the submission form by the agreed deadline to the Deputy Editor.

### Contact details for Features

Deputy Editor: Bethany Newton, 112 Petunia Crescent, Chelmsford, Essex, CM1 6YR.  
Tel No: 07758 252823 Email: [deputyeditor@beadworkersguild.com](mailto:deputyeditor@beadworkersguild.com)

### Beading Projects

We always welcome beading projects from members. If you have a design that you would like to share in the Journal, please consider the following questions. If all your answers are "yes", send your work (or photo) along with the submission form and we will let you know if it is suitable for the Journal.

- **Is the design your own work?** We cannot publish designs that have been copied or adapted from books, kits or tutors' workshops because the copyright for these designs belongs to the original designer, unless you obtain written permission from the designer. If you are in any doubt about copyright please refer to our guidance on the download section of our website or contact us to discuss further.
- **Can you describe how the piece is made?** You don't have to be able to write precise instructions or produce technical diagrams, but you do need to be able to talk us through the process so we can do it for you. A written description of what you did and some simple hand drawn diagrams would be very welcome if possible.
- **Are the materials you used readily available?** If you used a special item, can other members find the same or similar and can you provide details of where to purchase them?

### Contact details for submitting projects

Editor: Rowena Henderson, 4 School Road, Strontian, Ardnamurchan, PH36 4AA.  
Tel No: 07837191531 Email: [journaleditor@beadworkersguild.com](mailto:journaleditor@beadworkersguild.com)

# The Beadworkers Guild Journal



## Submission Form

Author/designer's name	
Address	
Telephone no.	
Email address	
Title of feature article and general theme  OR Title of project and techniques used	
Inspiration for project (up to 50 words explaining the inspiration behind your work).	
If this is your first submission to the Journal please tell us a little about yourself and your beading (max. 100 words).	
<p><b>Payment</b> If payment has been agreed it would be very helpful to pay by bank transfer rather than cheque, as this helps to keep our costs down. If this is acceptable please provide your bank details.</p>	<p>Account Name:</p> <p>Account No:</p> <p>Sort Code:</p>
<p><b>Donation to the Guild</b> All donations to the Guild are very much appreciated as this helps to keep our costs as a charity to a minimum.</p>	If you would like to donate your fee to the Guild please sign here.



## **Submission accepted**

Once your submission has been accepted we will need some more information from you, as listed below.

### **Feature Articles**

- Author's agreement (form enclosed)
- Text for the article to agreed length
- Any items of work for photography
- Images to be included in the article (any images for publication should be sent in high resolution (300 dpi) jpeg or tiff format via email, Dropbox or on a disc)

Please send to: Bethany Newton, 112 Petunia Crescent, Chelmsford, Essex, CM1 6YR  
Call: 07758 252823 or email: deputyeditor@beadworkersguild.com

### **Projects**

- Author's agreement (form enclosed)
- Written instructions for the project
- Diagrams (these can be hand drawn)
- A shopping list for the project
- The finished item/s for photography (it is advised that beadwork is sent by tracked and signed for delivery)

## **Payment and publication**

We pay for all designs published at a rate of £40.00 per page unless you would like to donate your fee to the Guild. Please indicate your choice on the submission form. We do not pay for features unless we have specifically commissioned an article and payment has been agreed in advance (at a rate of £40.00 per page). Payment is made within 21 days of publication and all fees are inclusive of VAT.

You will receive a complimentary copy of the issue your article/project is published in and any work submitted for photography will also be returned at the same time, if it has not been returned to you earlier.

*(Whilst great care is taken with submitted items, we can not accept any responsibility for loss or damage to contributions. It is recommended that any beadwork is sent via signed for delivery)*

Please send to: Rowena Henderson, 4 School Road, Strontian, Ardnamurchan, PH36 4AA  
Call: 07837191531 or email: journaleditor@beadworkersguild.com

We do not send articles/designs for you to proof unless this has been specifically agreed in advance, as we have a team of proof readers for this purpose. Occasionally we have to move an article or project to a different issue from that planned. If this is necessary we will inform you as soon as possible.



Please feel free to call or email Rowena or Bethany if you have any questions.

### **AUTHOR'S AGREEMENT**

Please complete the author's agreement below which testifies that the work is your own, that you give us permission to print it in our paper and digital Journal and that it has not been previously published elsewhere. The copyright for your design remains with you but we do ask that you do not publish, sell or teach the design within six months of our publication.

1. The Beadworkers Guild (BWG) shall purchase First British and worldwide Serial Rights for the article/design. This allows the BWG to publish the article/design once and for the first time in its Journal, in both its paper and digital formats. The article/design should not be offered elsewhere for publication, taught or sold for six months from the date of its appearance in the Journal.
2. The Beadworkers Guild shall have the right to reproduce the work for advertising, sales promotion and publicity purposes in connection with The Beadworkers Guild and its Journal.
3. Articles/designs from the Journal may also be used on the Beadworkers Guild's web site in the members area and any extra information regarding articles/designs will remain in the members area for the full membership year. The Journal may also publish corrections to articles/designs which will remain indefinitely in the members area.
4. The BWG has the right to edit, condense or alter the work as necessary for publication.
5. By signing this agreement you are stating that all content submitted for this article/design is your own work. The article/design shall not infringe copyright law in any way. If the submitted article/design belongs to another author/designer or this is a joint project, then written permission from the author/designer to publish must be included with the author's agreement, along with their contact details.
6. The article/design shall contain no material that is libellous, defamatory or any way in contravention of the law.
7. The agreed payment for publication of the article/design constitutes payment in full.
8. The terms and conditions of this agreement apply to all articles/designs submitted for publication in the Journal, in both its paper and digital formats.
9. Publication of the article/design is subject to adherence to this agreement.
10. The BWG will continue to sell copies of the paper and digital journal until the initial print run of paper journals has ended. After this point, the BWG will not sell copies of the digital journal, or initiate a second print run of the paper journal.
11. If a sample of the project is being provided for photography purposes, it will be returned to the designer using Royal Mail Special Delivery – the Beadworkers Guild accepts no responsibility for lost parcels or any work damaged in transit. In the event of this happening, we will willingly help claim compensation from Royal Mail up to the value stated in the declaration on page 5.

# The Beadworkers Guild Journal



## **Declaration**

I acknowledge that I am the author/designer of the submitted article/design and I agree to be bound by the conditions of the Author's Agreement outlined above. If this article/design contains work by or is inspired by another author/designer (in any medium) I have enclosed written permission from this person and their contact details.

Author's Name:

Author's Address:

If applicable, please include the value of the materials used, for postage insurance:

Signature of the author/designer: ..... Date: .....

*Please retain a copy for your own records.*