

# Everything you need to know about Submitting to GPQ Magazine

*From the desk of Maureen James, publisher, Glass Patterns Quarterly®*

GPQ is always on the lookout for innovative techniques and artwork to feature. We continually strive to make GPQ a magazine that glassworkers will turn to time and time again for the latest and best information regarding their glassworking and general glass needs, and we welcome your contribution to this process. You can find all of the guidelines on these pages that you need to follow when preparing your article for submission to GPQ. Please examine them carefully. I look forward to reviewing your artwork for the pages of our upcoming issues.

## EDITORIAL FORECAST

### Spring 2024

**Theme: DIY, Home Decor, Lighting, Tiles, Tables, and Wall Art**

Deadline: November 20, 2023

Release Date: March 7, 2024

### Summer 2024

**Theme: Garden, Beach, and Nostalgia**

Deadline: February 20, 2024

Release Date: June 2, 2024

### Fall 2024

**Theme: Autumn, Halloween, Christmas, and Holidays**

Deadline: May 20, 2024

Release Date: September 6, 2024

### Winter 2024

**Theme: Winter, Wildlife, and Landscapes**

Deadline August 20, 2024

Release Date: December 6, 2024

# There are 4 types of Submissions



## Tutorial

*GPQ's* in-depth tutorials teach our readers techniques that will inspire and encourage them to develop their own ideas and style. Tutorials should feature a new glassworking technique, combinations of existing techniques used in original ways, or a new tool or process that produces exciting results. We include as many and as wide a variety of creative projects as space and editorial focus will allow in each issue. *GPQ* accepts a broad range of original projects ranging from beginner to advanced levels.

- 1. When you submit your article or tutorial, you should include all of the following information together in one text file saved as a rich text format (RTF) file, other editable document, or PDF.**
  - Introductory paragraph stating the theme or inspiration for your idea
  - Complete listing of glass, tools, and materials (The name of the glass manufacturer plus the company's glass numbers and color names should be included. We reserve the right to edit the manufacturer's names and the glass supply list as necessary based on availability.)
  - Clear instructions for each step & the name of the image that corresponds with that step
  - Artist Biography (125-150 words or less)
- 2. One image for each step. Images should be high-resolution 5" x 7" JPEG images that are at least 300 dpi in the MB, not KB, range and unedited with no text added to the image.** They may be sent via Dropbox or other file sharing program, sent as attachments to e-mails, or saved on a disk and sent by postal mail. Please refer to the notes below and the FAQ section for tips on producing high-quality images. Please do not send photos downloaded from websites, since those are not high-res images.
- 3. Finished 8" x 10" high-resolution images of your project that are at least 300 dpi in the MB, not KB, range taken from different angles**
- 4. A digital copy of the pattern for your project**
- 5. Image of yourself or your recent work (optional)**
- 6. The name of the person who should receive credit for the submitted images**
- 7. Completed and signed submission form to indicate that we have permission from you and any third-party photographer(s) involved to use your submitted images in print, on the Internet, and on our social media sites**

When shooting images for tutorials, clear your bench or table of any unnecessary tools or materials. Clutter takes attention away from the process you are photographing. Please shoot instructional images that have a clean, white background. White drywall board or Homasote board is excellent for this purpose, or you can use noncoated paper remnant rolls that you can obtain from a local printer or art supply store. Remember to start with a fresh piece of paper for each project. Caution: Do not use a glossy paper for the work area, as the reflection will likely show up in the photographs. It is important that the shots for each project have the same background tone or tint throughout that project. This principle also applies to the clothing and accessories that you are wearing while you are working with the glass, since whatever distracting jewelry, logos, pictures, or other designs that are on the clothing can blend in with the project details and make it difficult to see the process clearly.

Only high-resolution JPEG images that are at least 300 dpi in the MB, not KB, range and are not blurry can be accepted. Images should be unedited photos that are straight from your camera and taken at the highest quality. Make sure that there is an image to accompany each step. Please do not send images that you have posted to your Internet sites. If they will open quickly on a website, the resolution will be too small to use in print. Include as many views of the finished piece as possible from all sides as well as top and bottom.

Please indicate where the process images should ideally be placed in the text by inserting each image number in parentheses within the document at the beginning of the text that describes that image. Assign each image a number that corresponds to the step where it should be placed in the how-to instructions (Photo 1 with Step 1, Photo 2 with Step 2, and so on).

## 2

## Gallery

Periodically we feature artwork by our readers in a special gallery section online and/or in print. It is very easy to submit for our gallery from the "Submit Content" link under the "Magazine" drop-down at [www.glasspatterns.com](http://www.glasspatterns.com). Submit 3 to 5 high-resolution 5" x 7" digital JPEG images of your glass art that are at least 300 dpi in the MB, not KB, range along with your contact information. You may also e-mail the images and a completed submission form to Maureen James at [maureen@glasspatterns.com](mailto:maureen@glasspatterns.com).

## 3

## General Interest

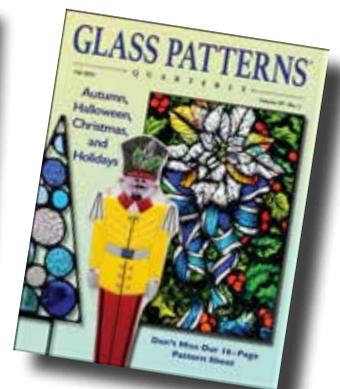
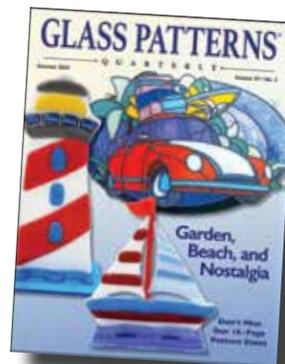
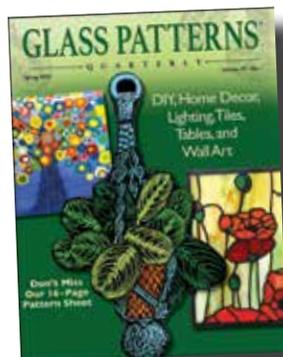
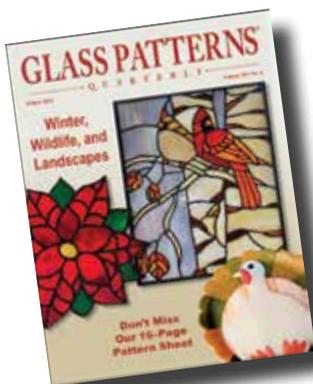
General interest articles feature outstanding individual artists and their work, exciting industry events, or glass-related, informative articles.

1. Please send an 800 to 1,000 word text file saved as a Rich Text Format (RTF) document, other editable file, or PDF.
2. Five to 10 high-resolution 5" x 7" JPEG images that are at least 300 dpi in the MB, not KB, range that are relevant to your text should accompany your submission. Please include a caption for each photo with any pertinent information as well as the photographer's name.
3. Completed and signed submission form to indicate that we have permission from you and any third-party photographer(s) to use your submitted images in print, on the Internet, and on our social media sites

## 4

## Health, Safety, or Technical

1. Please send all items below in one text file saved as a Rich Text Format (RTF) document, other editable document, or PDF.
  - 800 to 1,000 word text
  - Artist Biography (125-150 words)
  - Footnotes or Bibliography citing your sources as appropriate
2. Five to 10 high-resolution 5" x 7" JPEG images that are at least 300 dpi in the MB, not KB, range that are relevant to your text should accompany your submission. Please include a caption for each photo with any pertinent information as well as the photographer's name.
3. Completed and signed submission form to indicate that we have permission from you and any third-party photographer(s) to use your submitted images in print, on the Internet, and on our social media sites



# Frequently Asked Questions (FAQ)

## What size digital photographs should I submit?

When taking images for *GPQ*, keep in mind that they must be high quality. We can adjust digital files to make them smaller, but we cannot make them larger. Therefore, please do not edit your images. It is best to send us the original image file from the camera taken using the best quality. If any modifications or adjustments need to be done, we will perform those adjustments.

**If we receive small, low-resolution images, we will not be able to publish them. Please do not send images that you have saved for the Web as they are generally too small for print.**

To take high-resolution digital images you should use the highest possible setting on your camera. The bigger, the better. First, under "Resolution," pick "Best" or "Highest." This means you'll capture the maximum number of pixels possible with your camera. More resolution means more detail in your photo. If your camera has a "Quality" setting, pick "Fine" or "Best," or whatever other word is used to denote the top quality. When in doubt, spend a few minutes with the instruction manual that came with your camera.

By using the best settings in these two areas, you'll limit the number of pictures your camera can capture. If your memory card fills up before you are finished shooting, simply transfer them to your computer, then take some more.

Also, please turn off the autodate stamp on your camera. Shoot all photographs using a landscape (horizontal) format and do not alternate the position of the camera, if possible. We will crop the image as we lay out the article. Therefore, it is always better to have more background than less.

If you are submitting images taken by someone else, you must provide the name of the person who should receive credit for those in your article or tutorial. You must also indicate that you have permission from that person to use the images in print and/or on the Internet by typing your name in the appropriate blank on the interactive submission form.

## In what format should the images be when I submit them?

Please make sure the images are in high-res JPEG format.

## Should I manipulate the image or send it in its original form?

Please submit the image as it came off of your digital camera. Note that your camera should be set to its highest resolution and quality. Do not change the original image by color correcting, cropping, layering graphics, or combining images into one photo. Please do not put text on the image.

## Do you have any tips for backgrounds?

Reduce clutter in the background. Clutter takes attention away from the artwork or process you are photographing. When taking photographs of finished pieces, use sloped, seamless paper for the background. Experiment with dark, white, or gradient photography background papers. If you use a cloth, make sure it covers the entire background and is not patterned or wrinkled. Do not send images of people holding your artwork.

## Clean your workstation before shooting a tutorial.

## ***I keep getting glare or hot spots on my glass in photos. What can I do?***

As you probably know, glass can be difficult to capture in a photograph. The correct lighting depends on the color and size of your pieces, which is why we can't give you specific advice. You can, however, find tips on the Internet for taking images of glass.

Use your digital camera to take pictures, review them, erase the results if they don't meet expectations, then shoot again. We encourage you to experiment until you reach your desired results. You can take as many images as necessary until you find the correct lighting.

If possible, experiment with diffusing your lighting. Cover your lights with fire-retardant cloth or use a photo booth. You can even take your images outdoors on a slightly overcast day. Experiment with turning off or disabling the camera flash.

## ***Why are my photos blurry?***

To shoot a sharp picture, you must have a steady camera. When you're holding your camera at arm's length, camera shake can be a big problem and ruin your pictures. Try holding the camera with both hands or use a tripod. When you're ready to take the picture, press the shutter release gently; don't punch it. Many photographers either let their breath out or take a breath in, steadying themselves before pressing the shutter.

You can also turn on or off the Macro Mode on your camera. In order to have a better focus on different objects, this feature will increase the camera's ability to focus on the items at a short distance. Try it ON or OFF and see which one works best for you. This feature is especially helpful for close-ups.

Don't overlook the obvious. Start by cleaning your lens and cleaning it properly. It's a good idea to purchase a quality lens cleaning cloth or paper from a camera shop and keep it handy.

# QUESTIONS?

## ***Any tips for writing an artist biography?***

An updated biography of approximately 125 to 150 words along with a current, four-color head shot is requested each time you submit a tutorial or article. You may prefer to send a few images of your most recent work in a folder marked "Bio," and we will attempt to highlight them in this area. We suggest updating your bio at least twice a year.

When composing your bio, please avoid the use of terms or phrases that will require continual updating. (For example, say, "Since 1977," not "26 years ago.") Also remember that the bio needs to be written in third-person style (someone else talking about you) rather than first-person style (you telling about yourself). In other words, the bio should say something like, "John Doe has been working in glass for a long time," not "I have been working in glass for a long time." If you let us know you need help with your bio, our writers will contact you for an update. In the event that we can't reach you for the update, we will repeat the last-run bio and image.

**An artist biography is not needed for a gallery submission.**

## ***What is a rich text format (RTF) file?***

We prefer that the text you submit be saved as a Rich Text Format (RTF) file, as it preserves the style of the font. Rich Text Format Files are an alternative format to the DOCX file type supported by Microsoft Word, WordPad, and other text programs. RTF files are ASCII text files and include embedded formatting commands that translate well from computer to computer.

To change your text's file type, open your text document. Open the "Save As" dialog box, then in the "Save as type" drop-down menu, select the file type "Rich Text Format" (RTF).

## Should I format the text within my document?

Text formatting is selected by the magazine and applied at the time of layout to each article for consistency throughout the issue. Therefore, we request that you type the instructions using straight text in Times font, if you have it, or Times New Roman saved in a text file as a rich text format (RTF) file, other editable document, or PDF. Use only one space rather than two following each sentence. Please do not attempt to lay out the pages, use any type of page formatting (such as page numbers, double-line spacing, auto spacing before or after paragraphs, or section and page breaks), or add any text formatting (such as special or colored fonts, bolding, italics, or tabs). The only exception to this would be words in the text that require special emphasis. (Example: **Be sure to wear eye protection when performing this step.**) Also avoid the use of headers and footers, since the space used by the text boxes created for headers and footers cannot be deleted even after the text itself has been deleted.

Following these suggestions is important, since all of the formatting must be added after the article is placed into our page-building program and must be removed from the text before we can place the article if it is present when we receive the document from you.

## I am a glassworker, not a professional writer. Will someone be editing my text?

We encourage glassworkers who may not be professional writers to contribute to *GPQ*. A professional text editor will edit your material for grammar, length, and clarity to fit the requirements or format of the magazine. Our copy editor is a highly trained writer and proofreader for various book publishing companies, including *GPQ*. She works to assure continuity and accuracy and also serves as one of the contributing writers for the magazine.

## The artwork I want to submit is fitting for a particular season. Can I send it early?

Absolutely! We prefer that you send in your submission early. Often our issues are completely filled before we reach our editorial deadline date.

Please keep in mind that we plan content for our issues up to a year in advance. All types of submissions are accepted year-round for all issues and are scheduled as space permits. Consideration of your submission for publication in *GPQ* is as much a matter of editorial and seasonal circumstance as the quality of your artwork and digital photographs. For a detailed forecast on our upcoming themed issues and deadlines for submissions, please see the beginning of this document.

If you plan to submit an article, please refer to past issues of *GPQ* for guidance in selecting subject matter or writing style plus editorial and photographic quality. We encourage you to familiarize yourself with the content, style, and tone of our previous issues before beginning your submission.

*GPQ* only publishes original work. We cannot publish a design that you saw on the Internet, learned in a class, or copied from an existing piece. Also, please do not submit work that has already been published or is currently under consideration at another magazine or publisher. *GPQ* reserves the right to edit your material for grammar, length, and clarity to fit the requirements and format of the magazine.

## What is a submission form?

*GPQ*'s Submission Form provides what we need to process your submission to the magazine and can be found on the website at the "Submit Content" link under the "Magazine" drop-down. Fill out and e-mail this interactive PDF along with your submission. If you must mail your materials, fill in a printed form to include with your submission. You can also request a form from [info@glasspatterns.com](mailto:info@glasspatterns.com).

## How will I know if my submission has been accepted?

Upon receipt of your submission, *GPQ*'s staff will contact you to confirm receipt. Often our issue is filled before our editorial deadline date, and we hold any articles received for consideration in future issues.

Please send in your submission before the deadline to ensure that our editing and layout processes are not rushed. We look forward to reviewing your submission!

## I have a question about submissions that is not listed in your FAQs. What should I do?

Please e-mail any additional questions you may have to Maureen James at [maureen@glasspatterns.com](mailto:maureen@glasspatterns.com).

I am very glad that you contacted me. Thank you. I have had many requests to teach after the "Tree of Life" ran. I also received about 35-40 e-mails over the last few months thanking me for sharing my techniques in the magazine and how much it inspired them to fuse "outside of the box" for jewelry.

A retail store in Texas called me and said that when they saw the issue and the pendant on the cover, they flew right to the page where the editorial was. Because of that, I am doing a 4-day workshop (2 separate classes) and flying there to do so. I also had people contact me and ask me if I was doing a regular column in *GPQ*! So needless to say, I was thrilled when you asked me to contribute again. The response has been more than I could have asked for.

Thank you. Just thought you might like to know how wonderfully the article has changed our business for the better.

Tanya Veit  
AAE Glass

## How do I submit my article or tutorial to *Glass Patterns Quarterly*®?

We prefer that you e-mail your submissions to Maureen James at [maureen@glasspatterns.com](mailto:maureen@glasspatterns.com).

Please include the following materials at the time of submission:

- your completed submission form
- text for your article or tutorial
- high-res images with captions to illustrate your submission
- photographer credits
- indication in writing that you have permission to use the images in print and/or on the Internet

If you are submitting a tutorial, you will also need to send a digital copy of the pattern for your project.

A large number of high-resolution images are usually best sent using Dropbox or other file sharing program. They can also be e-mailed a few at a time. However, if you are unable to send your images via one of these methods, save the above requested materials on a CD and send them to the magazine using one of the carriers listed below.

### For U.S. Postal Service deliveries:

**Glass Patterns Quarterly**  
**PO Box 69**  
**Westport, KY 40077**

### For FedEx or UPS deliveries:

**Glass Patterns Quarterly**  
**8300 Hidden Valley Rd.**  
**Westport, KY 40077**