

CONTRIBUTOR GUIDELINES

Thank you for your interest in submitting to our mini mags! *American Miniaturist* (AM) and *Dollhouse Miniatures* (DHM) are growing, international hobby magazines devoted to supporting and furthering the hobby of dollhouse miniatures. Our aim is to inform, entertain, and inspire our readers. With subscribers in over 45 countries, we are proud to have an extensive and varied readership.

Contributors to these magazines are usually readers themselves, with a solid understanding of both the hobby and the magazine. Contributors unfamiliar with the magazines are asked to study recent issues to familiarize themselves with our style and approach as well as the similarities and differences between the two magazines. AM is a fun, project-based magazine designed to be thrown in your purse and taken to workshops and get-togethers. DHM is a coffee-table magazine with a focus on beautiful scenes, dollhouses, and room boxes. Both magazines include a mixture of features and projects.

We welcome and encourage submissions or article ideas from writers of all skill levels. Submitted material will not be turned away purely on the basis of grammar, spelling, or other written skills.

We do send out monthly (AM) or bimonthly (DHM) emails to those who wish to become regular contributors or who are interested in keeping up with the news of our magazines. If you would like to be added to our email list, please email auralea@ashdown.co.uk (AM) (DHM) and let them know which magazine (or both) for which you'd like to receive emails.

SUBJECT

- We publish two types of articles: projects/tutorials and features. Projects generally teach readers how to create something in step-by-step format, while features encompass a broad range of other info pertinent to miniaturists.
- Features can be on:
 - Spectacular dollhouses, room boxes, or mini scenes
 - Profiles of talented artisans, their stories, and their outstanding work
 - Useful information that enhances a miniaturist's creative process
- Projects can teach readers:
 - Original projects or items. Past issues have included a wide variety of items, from scene foundations (making a room out of a birthday card; using foam board to make a room box) to individual items (garden clogs; cabinets; hats; gowns; books; flowers; lollipops; the list goes on).
 - Helpful tips and new techniques for making miniatures (how to make a cabinet look weathered, one technique for creating a rustic roof).
 - Full scenes, in the form of long or serial projects that contain tutorials for each individual part of the scene or room box. Try to avoid short tutorials on making one scene (though we always encourage photos of full scenes to show the final product).
- All projects and articles must be your own work. If they're influenced or based on anything else, you must let us know in the submission. Also, all projects and articles must be original. They must not have been, nor planned to be, published elsewhere. If this is not the case, please enclose full details with your submission.
- If you are interested in writing but don't have a topic in mind, feel free to email Auralea at auralea@ashdown.co.uk (AM) (DHM) to do some brainstorming. Also feel free to email if you are unsure whether or not a topic in mind is suitable for the magazine(s).

TEXT

- Submitted text is preferred in a Microsoft Word document or typed in the body of an email.
- We do not have a required or desired length for articles. Write what you feel is appropriate, and we will come back to you for edits or more text as needed. Average feature articles generally range from 1,000 to 2,000 words, and projects run between 500 and 2,500 words. We do enjoy shorter, simple articles as well

as longer or more complex pieces such as in-depth serial projects. How-to projects can be any length as long as they follow the format detailed below.

- Generic names are preferred over brand names (i.e., craft glue instead of Tacky Glue); however, exceptions apply (i.e., the author recommends readers use a specific brand to achieve the desired results).
- Any measurements included must be in inches, preferably with fractions so that readers can measure accurately with a ruler; exceptions apply when lengths are exceptionally small (i.e. a millimeter or a centimeter would be more accurate).

PHOTOGRAPHS

- Photos are required to be in .jpg or .tiff format. Digital files are preferred, whether by email, CD, jump drive or flash drive, or SD card.
- Both magazines require illustrations or photographs to accompany each step of a how-to project and to illustrate all aspects of a dollhouse or scene (i.e., full exterior shots, close-ups of items, and individual rooms).
- A headshot of the featured artist or of the author (for projects) is also requested.
- Please DO NOT crop, resize, brighten, sharpen, or do anything else to photos. What may look best on your computer may not look right in print. We edit photos in-house and need the original files to ensure the highest quality.
- Photographs should be labeled by step number (for tutorials) or other descriptive phrase (for features); a list of captions is required for features. Note that all images submitted to us may possibly not be used. We reserve the right to determine what will best illustrate the project or scene.
- Camera-ready line drawings or computer-generated illustrations to accompany photographs are not required but are encouraged if they add clarity to a project.
- We reserve the right to reject articles based on the quality of the photography.

PHOTOGRAPHY TECHNIQUE

- Please take photos at the largest file size and highest resolution possible on your camera settings. This will better ensure that your photos are large enough for print publication.
- Please keep perspective in mind when photographing. For instance, it is helpful to think of capturing the image from a miniature person's point of view. Overall views from the top are sometimes necessary in order to show all aspects of a piece, but we don't want photos that are from the perspective of someone floating above the room!
- Shoot from various angles and take close-up shots of details that might be overlooked in a wide shot.
- Make sure you have adequate lighting, but not so much that you get a lot of glare. When photographing inside, it is oftentimes helpful to have two light sources from both sides to ensure adequate lighting. Adjust your light source(s) as necessary to eliminate shadows.
- Keeping all items in focus is a must. If you have a manual lens, adjust it as you look through the viewfinder to make sure all items appear clearly. If you don't have a manual lens, move closer and away from the object until the focus looks the best.
- Keep backgrounds simple. Draping a solid-color sheet over a chair provides a quick and effective backdrop, for instance. Whatever you choose for your background, please try to create a seamless backdrop (i.e. one that doesn't show a division behind or on the sides of the item you're photographing).
- Please use a light-colored background, preferably light blue or gray. Do not use white or black. Please use adequate lighting and make sure there are no shadows.
- Photographs must be free of shadows, glare, blurriness, and other obstructions. If photographs are deemed unusable, the contributor will be contacted and asked to either re-shoot or send the item in for photographing (all items will be returned to sender).
- Sometimes trial and error is the best way to produce quality photographs. While it can be time consuming at first, it also allows you the opportunity to fine-tune your technique, making future photo sessions easier!

PROJECT GUIDELINES

- Instructions must be written in numbered steps that correspond to numbered photos.
- A brief introduction to the topic is necessary to provide context. What is the tutorial? Why is it an important (or fun or useful) technique or project? One to two short paragraphs is sufficient.
- In a similar vein, we'd like a short conclusion to tie up the article. What did you end up doing with the item? What is your next challenge? Are there any creative ways the item can be used or alternative ways to make it? One to two short paragraphs is sufficient.
- A complete list of tools and materials is required for all how-to projects (the corresponding photo only needs to be one photo of all T&M items together, not individual photos of each item).
- Tutorials in several parts—i.e. a "Dressing a Doll" tutorial that includes one part on making a doll dress and another part on making a doll purse—should include a 1- to 2-sentence introduction and separate list of tools and materials for each of those parts as well.
- Please be as specific as possible. If one of your steps says something like, "Put on wallpaper," try to add more detail. What steps are necessary to add the wallpaper? How would someone who has never added wallpaper go about doing it?
- Please include photographs to accompany each step of a how-to project. We want to see how you added that wallpaper and what it looked like before the wallpaper was there.
- In addition to photos of each step, please include overall views of the final scene or final project within another scene. Once we learn how to make an item or use a technique, we want to be inspired by seeing what you've done with it!
- Please rename the photos as Step 1, Step 2, etc. Do NOT place numbers within the photo or add numbers on the photo itself; only rename the file. Go back over your text and make sure the steps correspond with your photos.

WEBSITES AND OTHER CONTACT INFORMATION

- Our policy is that we do not publish any contact information such as, websites, emails, etc. unless it is discussed with us ahead of time. This is considered promotional material and will have to be coordinated with our marketing and advertising representative, Sara Vix (sara@ashdown.co.uk), who will be contacting you to discuss options. This goes for you as the author, but also goes for any products or sources that you are mentioning, so please phrase it so that the text flows easily without the contact information.
- If you mention any other artists or sources, please send us their contact information. This will be for inhouse use only.

SUBMITTING

- Please include the following with all submissions in the form of a cover letter:
 - Author name (byline) and photographer name (byline)
 - Complete contact information (phone, email, mailing address; these are for in-house use only) for author, featured artist, and any artist/business mentioned or promoted
 - Name of magazine to which you are submitting
 - Photo captions (not necessary for steps in the project, as those should be described in text)
- There are three ways you can submit your work.
 - Email: send text and images to auralea@ashdown.co.uk (AM) (DHM) in a .zip file or as attachments (text can be pasted into the body of the email)
 - File-sharing site: Send text and images via a file-sharing site such as Dropbox or YouSendIt to auralea@ashdown.co.uk (AM) (DHM)
 - Mail: Send text and images on a CD, jump drive or flash drive, or SD card to Auralea Krieger (please include the name of the magazine to which you are submitting) at 68132 250th Ave., Kasson, MN 55944.
- Questions can be directed to Auralea via email (preferred) or by phone at (507) 634-3143.

REMUNERATION

- We pay a nominal fee for varied editorial and solicited projects that meets our mission and are professionally written and submitted as a complete article, which is defined as a cover letter, text, captions. These articles would need very little if any proofing or editing. As well as professional, high-resolution photos. Any remuneration is at the full discretion of the editor.
- Submitting editorial that is self-promotional or submitting photos for a feature article that we write inhouse does not warrant payment of any kind.
- Payment, when warranted, is made upon publication of the article. The amount is determined by the editor based upon, but not limited to, the following criteria: article and photograph quality, length of article, overall complexity of the work, and adherence to submission guidelines.
- You may also choose to trade payment, when warranted, for magazine subscriptions/renewals, issue copies, back issues, or advertising credit. Please contact us with any questions.
- Please note: We do not send complimentary copies for published articles. You may trade payment, when warranted, for copies (see bullet point above).

THE FINE PRINT

- The following appears on the contents page of each issue and should be understood by all contributors prior to submitting:
 - All material submitted to the magazine is accepted on the basis that copyright will be vested in the Publisher who assumes all rights worldwide, in all forms and media. This means the publisher owns the rights to the instructions and photographs that we publish. The work may be published in the magazines, our i-Mags, e-books, CDs and bookzines as well as on Dollshouse.TV and/or our digital apps. You continue to own the copyright for the design and are free to teach and sell your work. All that we ask is that you wait a minimum of 6 months after the publication of the issue before teaching the design or selling your own instructions. We don't allow you to re-publish the design featured in other books or magazines without prior consent.